

CALIFORNIA LEAVE ACCOUNTING SYSTEM

CLAS WORKBOOK

Civil Service

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LEAVE SYSTEM ELIGIBILITY

When a PAR is keyed, the Leave Accounting System will also be updated with the data. Each time a PAR is keyed, a new Employee Position History (EPH) record is created as long as it is within the same Position Sequence.

Leave System Eligibility

If the PAR did not update the Leave Accounting System with the most current EPH or if you need to establish a new EPH after an employee delete has been done, use the P62 - Leave System Eligibility Maintenance screen to process an LSE designation.

- Access the P62 - Leave System Eligibility Maintenance screen, from any screen on CLAS.

Key the following information in the ACTN fields:

ACTN: P62 SSN: 999 99 9999 LB: Blank LV PRD: Blank

Then press the ENTER key. The Leave System Eligibility Maintenance screen will display.

- **Designate Employee Leave System Eligible**

To update the designation of an employee, key the following information in the input fields. *This process generates an LSE transaction.*

SSN : 999 99 9999	NAME :
PSN SEQ : 01	AGENCY / RPT UNIT : 051 000
LEAVE SYSTEM ELIGIBLE : Y	EFFECTIVE DATE : 07 01 01

- **Designate Employee NOT - Leave System Eligible**

To make someone NOT-Leave System Eligible (NLSE) key the following in the input fields. *This process generates an NLSE transaction.*

SSN : 999 99 9999	NAME :
PSN SEQ : 01	AGENCY / RPT UNIT : 051 000
LEAVE SYSTEM ELIGIBLE : N	EFFECTIVE DATE : 07 01 01

IMPORTANT : THIS IS AN OVERNIGHT PROCESS.

- ◆ Access the P18 – Employee Position History screen.
- ◆ From any screen on CLAS key the following information in the ACTN fields.

ACTN : *P18* SSN : 999 99 9999 LB : Blank LV PRD: Blank
- ◆ Then press the ENTER key. The Employee Position History Inquiry screen will display.
- ◆ Use this screen to verify your actions on the P62 screen or to verify that the PAR has updated the Employee Position History.
- ◆ The updates keyed on the P62 screen are an OVERNIGHT process. Check the following day to see if the EPH is current.
- ◆ If you do not see the new EPH information, check the Leave Message System for a message indicating why no updates occurred on the employee's EPH record.

There may be more than one line entry of data on this screen but only one EPH that is active (showing an end date of 99/99).

REMEMBER

Only one position sequence can be maintained on the Leave Accounting System. If you need to change the position sequence of the employee's EPH record, you will need to request an EMPLOYEE DELETE. (Refer to "Employee Delete Procedure" on the following pages.)

Employee Delete Procedure

The Leave Accounting System only recognizes one position sequence. If an employee is placed in another position sequence, the position sequence on CLAS must be deleted.

➤ Requesting the Employee Delete

- ◆ Call Leave Accounting Liaison and request the employee be taken off the Leave System because the employee is changing position sequences. (If in multiple positions then make the position NLSE.)
- ◆ Print the employee's State Service and Leave Benefits for historical purposes. If the current position sequence on CLAS does not reflect your department, the other department will print the employee's data.
- ◆ Recommended Screens to be printed prior to the Delete:
 - P18 - Employee Position History
 - S14 - State Service History Summary Inquiry
 - S16 - State Service Transaction Inquiry
 - B20 - Leave Benefit List
 - B14 - Leave Benefit History Summary for all benefits.
 - B16 - Leave Benefit Transaction History Inquiry for all benefits
 - B18 - Leave Benefit Characteristics History Inquiry for all accrued benefits

EMPLOYEE DELETE IS AN OVERNIGHT PROCESS.

➤ Setting the Employee back up on the Leave Accounting System

- ◆ Verify that the employee is no longer on the CLAS. Check P18 screen. If the message "SSN Does Not Exist" displays, delete has been completed.
- ◆ If the old EPH record continues to display, wait an additional day as the delete may not have been submitted in time for that evening's delete cycle. If after a few days the employee is still on the data base, call the Leave Accounting Liaison again.

- ◆ Once the employee's record is deleted, request the P62 - Leave System Eligibility Maintenance screen. Additional information regarding this screen can be found in the Leave Accounting manual under “ Leave System Eligibility”.
- ◆ Key the new position sequence.
- ◆ Key the current Agency and Reporting Unit of the new position sequence.
- ◆ Key a "Y" for YES, Leave System Eligible.
- ◆ Key the effective date of the new position sequence. Press Enter.

THIS IS AN OVERNIGHT PROCESS.

➤ **Re-Establishing the Employee's State Service and Leave Benefits**

- ◆ Follow the procedures on the keying condition, "Employee New to CLAS".

PAYROLL INPUT PROCESS (PIP)

The Payroll Input Process system (PIP) is primarily used to process pay requests, but can be used to input your Leave Accounting transactions. This section of the workbook contains information to be used in conjunction with the Payroll Procedures Manual PPM. Please refer to the PPM regarding coding requirements for Payroll transactions, general document completion and keying instructions.

This section will explain how to copy a PIP batch to be used for inputting Leave Accounting data and also explain the Payroll cycles and the impacts associated with keying data on PIP.

Copy Batch Process

Each month preloaded batches are generated on PIP for all your active employees. If you use PIP to input your Leave Accounting data but cannot use the original preloaded PIP batch, the copy batch process can be used to generate a batch with the same data as the preloaded batch.

➤ Procedures for Requesting A Copy Batch from the Batch Entry Screen

- ◆ It is best that a batch be copied before any data is keyed in the preloaded batch as this information will also be copied to the new batch.
- ◆ Key in the ACTN field **ENT** and the *BATCH ID* on the PIP main menu and press ENTER. The Batch Entry screen for the requested batch will display.
- ◆ In the ACTN field key *CPY* and in the PAY PERIOD field key the desired *PAY PERIOD* for the new batch and press *ENTER*.
- ◆ The Batch Entry screen will now display with a new Batch ID number. Please note the new Batch Number.
- ◆ The initial batch status of the new-copied batch will always be SAV. All pages of the copied batch will have the same pay period on each screen.

➤ **Procedures for Requesting A Copy Batch From the Batch Selection Screen**

- ◆ If you do not have the Batch ID of the original batch to be copied, request the Batch Selection/Directory screen to locate the batch.
- ◆ The procedures in requesting the Batch Selection/Batch Directory screen is in the Payroll Procedures Manual.

➤ **Retroactivity**

- ◆ It is NOT recommended that PIP be used to key any retroactive transactions for Leave Accounting.
- ◆ For retroactive updates, use the Leave Accounting On-Line system.

Payroll Cycles

Every month, State Controllers Office will send a Decentralized Payroll Calendar to all departments. This calendar includes Semi-monthly and Monthly Master Cutoffs, LAB Report run date, CLAS Monthly Accrual Cycle, Employee Statement of Leave and the *PAYROLL CYCLES AND NO PAYROLL CYCLE DATES* (which is important to know when keying PIP transactions).

Typically there are Payroll cycles every workday of the month unless otherwise noted on the Decentralized Calendar. It is important to know when there are *NO PAYROLL CYCLES* when keying on PIP. PIP is an overnight extraction of data that only takes place if there is a Payroll Cycle. There are a few months during the year that a *NO PAYROLL CYCLE* falls on the day of the Leave Activities and Balances report (LAB).

If PIP batches are closed on one of these *NO PAYROLL CYCLE* days, the data will not be included on that month's LAB as the PIP batch information will not be extracted until sometime after the LAB cutoff.

EXAMPLE :

LAB Cutoff is	November 15th
NO Payroll cycle	November 15th
Next Payroll cycle	November 17th

If a PIP batch is keyed on the 15th the pay/leave information will not be extracted in time for the LAB Cutoff data to be applied to that month's LAB report.

STATE SERVICE

State Service Out-Of-Service

If the State Service is out-of-service for an employee, no State Service credits or Leave Benefit accruals will post. It is important to place the State Service back in service in order for the employee to receive their accruals.

Common conditions that will put State Service Out-Of-Service:

1. Begin Balance or Conversion Balance was voided.
2. Employee transferred from a NON-CLAS department.
3. Employee is new to CLAS.
4. Employee becomes ineligible to be on CLAS (e.g., Emergency appointment).

Sources that will indicate State Service is Out-Of-Service

1. LAB report
2. CLAS screens
3. Earnings Statement
4. Leave Error Messages

Resolving the Out-Of-Service Condition

Follow these instructions to put the employee's State Service back in service when an employee is new to CLAS or returning to CLAS.

- Access the S50 - State Service Transaction Entry screen.
 - ◆ Determine what the begin balance is for the employee as of the appointment date and key the transaction code BB and the State Service months.
 - ◆ For Positive Employees, include carryover hours.
 - ◆ For Fractional Employees, include the fraction amount to be applied to the Begin balance. If the employee is going from a fractional to full time drop any fractional amount (Civil Service only).

- Verify State Service is back in service after entering the Begin Balance transaction, the message will no longer display. Verify the begin balance amount by requesting the S16 screen.

Resetting the State Service After Voiding the Begin or Conversion Balance

Follow these instructions to put the employee's State Service back in service when an employee's Conversion Balance or Begin Balance transaction has been VOIDED and a new Begin Balance transaction needs to be posted.

- Access the S50 - State Service Transaction Entry screen.
- Re-key a begin balance (BB) in the month where the VOID was keyed against the Conversion Balance or the Begin Balance.

Voiding a Begin Balance that was used to correct the State Service Balances

If a Begin Balance was keyed to correct State Service instead of voiding or posting transactions as were needed, the erroneous begin balance needs to be VOIDED. Once the state service begin balance is voided, a message "State Service Out-Of-Service" will display.

- Proceed to the S60 - State Service Out Of Service Maintenance screen and verify the state service amount indicated. If the State Service amount is correct, key a "Y" to reset the State Service.
- If the amount is incorrect, key a new begin balance (BB) transaction on the S50 screen.

LEAVE BENEFITS

The Leave Accounting System currently processes three types of Leave Benefits
Accrued, Earned, and Usage Only.

Accrued Benefits

Accrued Benefits MUST be established for each employee on CLAS by using the
B66 - Leave Benefit Add screen.

Establishment Period

The establishment period identifies the Leave Periods when the accrued benefit is
"active" and is determined by Begin and End Leave Periods. To establish an Accrued
type benefit follow these procedures:

- Access the B66 screen from any screen on CLAS. You will also need to specify
the Social Security Number and Leave Benefit type that needs to be
established.

ACTN: B66 SSN: 999 99 9999 LB: VA LV PRD:

- On the B66 screen move the cursor to the *BEGIN LV PRD* and key in the
month in which the benefit should begin.

NOTE: If the employee is transferring from another CLAS department, then the
benefit may already exist. Check the B20 screen.

The cursor will now move to the *END LV PRD*. If the benefit should be active
then leave this field blank as 99/99 will be system generated.

EXAMPLE:

	BEGIN LV PRD	END LV PRD
ESTABLISHMENT PERIOD	<u>09</u> <u>01</u>	<u>99</u> <u>99</u>

- The Establishment Period will show an end leave period when the employee
transfers to a non-participating department, separates, etc.

EXAMPLE:

	BEGIN LV PRD	END LV PRD
ESTABLISHMENT PERIOD	<u>09</u> <u>01</u>	<u>06</u> <u>02</u>

- The current Leave Benefit balances will display on the B10 Leave Benefit Inquiry screen. If the Establishment Period of an Accrued type benefit has an End Leave Period other than 99/99, the benefit will no longer display on the B10 screen.

Waiting Periods - Civil Service

Vacation, Personal Holiday, Personal Day and Educational Leave may require a waiting period before the benefit can be used by the employee. A Waiting Period requires Begin and End Leave Periods and an End Date that indicates when the employee is eligible to use their benefits. When adding the Establishment Period on the B66 screen, also post the Waiting Period.

- ◆ After keying the Establishment Period, move the cursor to the Waiting Period BEGIN LEAVE PERIOD and key in the month in which the waiting period began.
- ◆ The cursor will move to the *END LEAVE PERIOD*. Key the month the waiting period will end. For waiting periods where the End Leave Period can not be determined (e.g., intermittent employees), key 99/99.
- ◆ The cursor will move to the *END DATE*. Key the actual date on which the waiting period will end. For waiting periods where the End Date can not be determined (e.g., intermittent employees), key 99/99/99.

EXAMPLE: END DATE CAN BE DETERMINED:

	BEGIN LV PRD	END LV PRD	
WAITING PERIOD	<u>06</u> <u>01</u>	<u>11</u> <u>01</u>	END DATE : <u>11</u> <u>29</u> <u>01</u>

EXAMPLE: END DATE CANNOT BE DETERMINED:
(e.g., intermittent employee)

	BEGIN LV PRD	END LV PRD	
WAITING PERIOD	<u>06</u> <u>01</u>	<u>99</u> <u>99</u>	END DATE : <u>99</u> <u>99</u> <u>99</u>

Re-Establishing/Updating Leave Benefits

When an employee's accrued benefits have to be re-established due to a break in leave system eligibility the benefit may need to be re-established on CLAS. Use the following screens to update the benefit when applicable:

- ◆ B68 - Leave Benefit Establishment Period Maintenance screen
(used to update a Leave Benefit's establishment period)
- ◆ B74 - Leave Benefit Waiting Period Maintenance screen
(used to update a Leave Benefit's waiting period)
- ◆ B70 - Non-Standard Rate Maintenance screen
(used to update a Leave Benefit's non-standard rate)
- ◆ B76 - Leave Benefit Vacation 10-month Maintenance screen
(used to update the Vacation 10-month)

Benefit Out-Of-Service

Accrued and Earned Leave Benefits will be placed out-of-service if the balance is less than zero. An out-of-service situation can occur when corrections are made retroactive on CLAS. As the system recalculates the totals forward, if there is insufficient time to cover a debit transaction, then the system will place the benefit out-of-service. If the leave benefit is out-of-service, the B10 screen, LAB report, and Earnings Statement will all indicate that the leave benefit is out-of-service.

➤ PIP

Since PIP is an overnight process, the out-of-service condition will not occur until the next day. When keyed, PIP does not indicate at that time that the benefit is out-of-service. It is suggested that all retroactive posting be done online using the B50 screen.

➤ CLAS

Since CLAS is an immediate update, if a benefit is out-of-service due to a retroactive correction, a message will display immediately once the correction is keyed.

➤ Benefit Out-Of-Service Resolution

If the transaction was posted via *PIP*, a message WILL NOT generate on the Leave Message System to indicate that the benefit is out-of-service. A message will only display on the Leave Message System if any accrual or usage Transaction is posted after the benefit is out-of-service. Out-of-Service messages will also display on the LAB and the Earnings Statement.

If the original transaction was posted *Online CLAS*, then a message will display immediately indicating the benefit is out-of-service.

- ◆ To resolve this condition, determine which Leave Period the benefit has a negative balance. Check the B14 screen.
- ◆ Access The B52 screen to void the transaction that created the negative balance.
- ◆ Access The B50 screen and post a transaction equal to the available balance.

- ◆ If another benefit exists with a balance sufficient to cover the shortage, access the B50 screen to post the shortage amount to the other benefit.
- ◆ Repeat the preceding procedures if the out-of-service condition occurs again as the benefit may go into the negative as the balances carry forward.

NOTE : If the employee does not have sufficient balances to cover the benefit usage, set up an Accounts Receivable to recover the shortage.

KEYING CONDITIONS

New To Leave Accounting

Use this keying condition when an employee is appointed in your Department and has never been on the Leave Accounting System. To determine if the employee has any previous leave activity, check the B20 – Leave Benefit List. If there are benefits listed, then proceed to “Previously or Continuing on CLAS”. If no benefits display, continue on with this check list.

Check List

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ View the P18 – Employee Position History Inquiry screen to verify that an Employee Position Record with an End Date of 99/99/99 exists for the employee.
- ✓ Check to see if a State Service Begin Balance exists. Verify using the S16 screen.
- ✓ Have all the State Service transactions been posted for months worked? Verify the S16 screen.
- ✓ Are the accrued benefits added/established? Check the B10 screen.
- ✓ Do the accrued benefits have waiting periods, vacation 10 month or a non-standard accrual rate? Verify the B12 screen.
- ✓ Were begin balance/total transactions posted for all benefits with balances greater than zero as of the date of appointment? Verify the B16 screen.
- ✓ Are there any retroactive postings to accrued, earned and usage only benefits needed? Verify the B16 screen.

If some or all of the check points above have not been done, continue to the procedures on the following pages in order to resolve the condition.

Verify Previous Benefit Activity

- Verify if the employee has ever been on the Leave Accounting System by checking the B20 screen. If benefits are listed, then proceed to "Previously or Continuing on CLAS".

Verify Leave Accounting Activity

- Access the P18 - Employee Position History Inquiry screen.
 - ◆ If there is an Employee Position displaying with an end date of 99/99, then NO ACTION NECESSARY for this step.
 - ◆ If message "SSN DOES NOT EXIST ON CLAS" is displayed proceed to the P62 screen and key an "LSE" transaction. Refer to the Leave System Eligibility section in this workbook.
 - ◆ If the P18 screen is blank, contact the Leave Accounting Liaison.

State Service

- Access the S16 - State Service Transaction History screen.
 - ◆ For a newly appointed employee with no previous State Service, the State Service Begin Balance of **ZERO** should automatically be posted for Civil Service Departments.
 - ◆ For an employee with previous State Service but new to CLAS, post a Begin Balance transaction (if applicable, include fractional carryover for a fractional employee).
 - ◆ For an Intermittent employee that is new to CLAS but has previous State Service, post State Service months PLUS any carryover hours the employee may have.
- Access the S50 - State Service Transaction Entry screen.
 - ◆ Key a Begin Balance (BB) transaction for the month of the appointment, if one is not already posted for the employee.
 - ◆ If there is retroactivity, post State Service Transactions for those months that are retroactive.

- Access the S50 - State Service Transaction Entry screen (cont.)
 - ◆ Use the following codes when posting State Service transactions on CLAS
 - CR - Credits a full State Service Credit (cannot post a CR for fractionals or for intermittents)
 - FM - Fractional Month Credit
 - NQ - Non-Qualifying Month
 - HW - Hours Worked for intermittent employees
 - TH - Adjustments for roll 3 intermittent employees
 - H1 - Hours Worked, 1st half (roll 4) hourly, Semi-Monthly intermittent employees
 - H2 - Hours Worked, 2nd half (roll 4) hourly, Semi-Monthly intermittent employees
 - BH - Adjustments for roll 4 Semi-Monthly intermittent employees

Establishing Accrued Benefits

- Access the B66 - Leave Benefit Add screen.

ESTABLISHMENT PERIOD

- ◆ Key the *Begin Leave Period* in which the employee became eligible for the benefit, which is usually the month of appointment.
- ◆ Leave the *End Leave Period* blank as CLAS will generate with 99/99.

WAITING PERIOD

If the employee is serving a waiting period, key the *Begin Leave Period*.

- ◆ Key the *End Leave Period* of the waiting period.
- ◆ Key the actual *End Date* of the waiting period.
- ◆ For intermittent employees with an undetermined end date, key 99/99 for the end leave period and 99/99/99 for the end date.

NON-STANDARD RATE

- ♦ If the employee has a non-standard rate, key the *Begin Leave Period* in which the non-standard rate began.
- ♦ Key the end leave period if you know when the non-standard rate will end, otherwise leave it blank as CLAS will generate 99/99.
- ♦ Key the rate at which the benefit should accrue. The rate keyed MUST be different from the actual accrual rate.

Important: If the employee's EPH record (see P18 screen) is a fractional time base, the rate will be prorated based on the time base. For example, employee's EPH record is 1/2 time base. The Non-Standard Rate is keyed at 16 hours; the accrual amount posted will be 8 hours.

- Access the B50 - Leave Benefit Transaction Entry screen.
 - ♦ Post the Begin Balance Transaction (24) for any accrued benefit that has a Begin Balance greater than zero as of the appointment date.
 - ♦ If there is any retroactivity, post all accrued, earned and usage transactions for those months that are retroactive.

NOTE: A State Service Credit or Fractional Month Credit must be posted for the leave period prior to posting of a Leave Benefit accrual.

Setting up Earned or Usage Only Benefits

- Access the B50 - Leave Benefit Transaction Entry screen
 - ♦ For an employee new to State Service, there should be no totals for either earned or usage only benefits.
 - ♦ For employees not new to State Service post Begin Balance/Total transactions for benefits with balances/YTD total usage greater than zero as of the date of appointment. Refer to the B50 - Leave Benefit Transaction Entry job aid to determine the correct transaction code.

Verification

- ♦ Verify that the State Service is correct by viewing S14/S16. For Positive employees, verify any carryover hours. For fractional time base employees verify fractional carryover.
- ♦ Verify Accrued Benefits are established correctly (i.e., Establishment Period, Waiting Period, and/or Non-Standard Rate) by viewing B12.
- ♦ Verify that all Accrued, Earned and Usage Only benefits display with the correct balances by viewing B10.
- ♦ If there are discrepancies, refer back to the checklist in the beginning of this section.

Continuing or Previously on CLAS

Use this keying condition when an employee is appointed in your department and has previously been on the Leave Accounting System. To determine if the employee has any previous leave activity check the B20 - Leave Benefit List. If there are no benefits listed, then proceed to "New to Leave Accounting". If benefits display, continue on with this check list.

Check List

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ View the P18 - Employee Position History Inquiry to verify that an Employee Position Record with an End Date of 99/99/99 exists for the employee.
- ✓ Check to see if State Service is "In Service". Verify using the S16 screen. If "Out of Service" see State Service on the next page.
- ✓ Have all the State Service transactions been posted for months worked? Verify the S16 screen.
- ✓ Are the accrued benefits added/established? Check the B10 screen.
- ✓ Were begin balance/total transactions posted for all benefits with balances greater than zero as of the date of appointment? Verify the B16 screen.
- ✓ Are there any retroactive postings to accrued, earned and usage only benefits needed? Verify the B16 screen.

If some or all of the check points above have not been done, continue to the procedures on the following pages in order to resolve the condition.

Verify Leave Accounting Activity

- Access the P18 - Employee Position History Inquiry screen.
 - ◆ If there is an Employee Position displaying with an end date of 99/99, NO ACTION NECESSARY and proceed to the State Service step.
 - ◆ If message "SSN DOES NOT EXIST ON CLAS" is displayed, proceed to the P62 screen and key an "LSE" transaction. Refer to the Leave System Eligibility section of this workbook.
 - ◆ If the P18 screen is blank, contact the Leave Accounting Liaison.

State Service

- Access the S16 - State Service Transaction History screen.
 - ◆ If no break in CLAS eligibility between the previous department and your department, then NO ACTION NECESSARY on this step.
 - ◆ If there is a break in CLAS eligibility, the State Service will be out-of-service and a new begin balance will need to be keyed. Proceed to the next step.

State Service Update (Begin Balance)

- Access the S50 - State Service Transaction Entry screen.
 - ◆ If there is a break in CLAS activity, the state service will be out-of-service, therefore a new begin balance will need to be keyed to include all the State Service time the employee accumulated while off CLAS.
 - ◆ Key a Begin Balance (BB) transaction for the month of appointment.

EXAMPLE:

Department A is on CLAS

Department B is NOT on CLAS

- Left Department A with 78 State Service months and transferred to Department B on 9/1/01. State Service will now be out-of-service on CLAS at Department A as of 9/01.
- Worked at Department B for a year then transferred back to Department A effective 9/1/02. Total State Service as of 9/1/02 is 90 months.
- State Service message will indicate that it is out-of-service effective 9/01.
- Post a State Service Begin Balance transaction (BB) for the Leave Period 9/02 for 90 months.

State Service (Retroactivity)

- ◆ State Service – Retroactive Corrections – Access the S50 screen.
- ◆ Post a Begin Balance in the Leave Period in which the employee was appointed (BB transaction).
- ◆ Post State Service transactions for those months that are retroactive by using the following chart:
 - CR - Credits a full State Service Credit (cannot post a CR for fractionals or for intermittents)
 - FM - Fractional Month Credit
 - NQ - Non-Qualifying Month
 - HW - Hours Worked for intermittent employees
 - TH - Adjustments for roll 3 intermittent employees
 - H1 - Hours Worked, 1st half (roll 4) hourly, Semi-Monthly intermittent employees
 - H2 - Hours Worked, 2nd half (roll 4) hourly Semi-Monthly intermittent employees
 - BH - Adjustments for roll 4 Semi-Monthly intermittent employees

Verify Leave Benefits Currently on CLAS

- Check for Accrued Leave Benefits - access the B20 screen.
 - ◆ Determine if the employee has accrued benefits already established on the Leave Accounting System.
 - ◆ If the accrued benefit does not display, establish the benefit following the instructions below.
 - ◆ If the accrued benefit displays, create a new establishment period for the benefit. (See "Re-establishing an Accrued Benefit" on the following pages.)

Establishing Accrued Benefits

- Access the B66 - Leave Benefit Add Screen.

ESTABLISHMENT PERIOD

- ◆ Key the *Begin Leave Period* in which the employee became eligible for the benefit, which is usually the month of appointment. (Refer to the Leave Benefits section of this workbook.)
- ◆ Leave the *End Leave Period* blank as CLAS will generate with 99/99.

WAITING PERIOD

- ◆ If the employee is serving a waiting period, key the *Begin Leave Period*.
- ◆ Key the *End Leave Period* of the waiting period.
- ◆ Key the actual *End Date* of the waiting period.
- ◆ For intermittent employees with an undetermined end date, key 99/99 for the end leave period and 99/99/99 for the end date.

NON-STANDARD RATE

- ♦ If the employee has a non-standard rate, key the begin leave period in which the non-standard rate began.
- ♦ Key the end leave period if you know when the non-standard rate will end, otherwise leave it blank as CLAS will generate 99/99.
- ♦ Key the rate at which the benefit should accrue. The rate keyed MUST be different from the actual accrual rate.

Important: If the employee's EPH record (see P18 screen) is a fractional time base, the rate will be prorated based on the time base. For example, employee's EPH record is 1/2 time base. The Non-Standard Rate is keyed at 16 hours; the accrual amount posted will be 8 hours.

Re-establishing an Accrued Benefit

- Verify that the accrued leave benefits are active on CLAS by viewing the B10 screen.
 - ♦ If the accrued benefit displays, the benefit is active.
 - ♦ If the accrued benefit does not display on the B10 screen, does the benefit display on B20?
 - ♦ If the accrued benefit displays on B20, re-establish the benefit as it is inactive and needs updating.
 - ♦ If the benefit does not display on B20, the benefit must be established. (See previous page.)

Updating Accrued Benefits

- Access the B68 - Establishment Period Maintenance screen
 - ♦ There are three different types of actions that can be taken when updating an Establishment Period.

<i>ADD</i>	=	Will ADD a NEW Establishment Period
<i>MODIFY</i>	=	Will MODIFY an existing Establishment Period
<i>DELETE</i>	=	Will DELETE an existing Establishment Period

To Add

This is only done when there has been a break in eligibility on CLAS (e.g., emergency appointment) and the benefit was "inactive" during the break, or if an Establishment Period does not exist.

- ♦ Key an *"A" on the top line* to add a new establishment period.
- ♦ Key the *Begin Leave Period* in which the benefit became "active".
- ♦ Leave the *End Leave Period* blank and CLAS will generate 99/99.
- ♦ The previous Establishment period will display below the one added.

To Modify

This is used when an establishment period is incorrect.

- ♦ Move the cursor to the line which should be modified and key a *"M"*.
- ♦ Key the *NEW* *Begin Leave Period* in which the benefit became "active"
- ♦ Leave the *End Leave Period* blank and CLAS will generate 99/99.

To Delete

This is only used to delete an incorrect establishment period.

- ♦ Move the cursor to the line which should be deleted and key a *"D"*.
- ♦ Press ENTER and a prompt will ask to press ENTER again to delete.
- ♦ Press ENTER and the Establishment period will no longer display.

- If the Waiting Period has to be updated, follow the procedures below to update the data.

Access the B74 Screen - Waiting Period Maintenance Screen

To Add

This is to add a waiting period to a benefit previously established.

- ♦ Key an *"A" on the top line* to add a new Waiting Period
- ♦ Key the *Begin Leave Period* in which the Waiting Period begins for the benefit.
- ♦ Key the *End Leave Period* in which the Waiting Period will end. For Positive Employees key 99/99.
- ♦ Key the *End Date* in which the Waiting Period will end. For Positive Employees key 99/99/99.

To Modify

This is to modify an existing Waiting Period.

- ♦ Key a *"M" on the top line* to modify the waiting period end or begin leave period.
 - ♦ If the *Begin Leave Period* changes, *key the new Begin Leave Period*
 - ♦ If the *End Leave Period* changes, *key the new End Leave Period*.
 - ♦ If the *End Leave Period* changes then the *End Date* will need to be changed. *Key the new End Date*.
- Access the B10 screen to determine if there are Benefits which should have been cashed out by the previous department
- ♦ If an Earned Benefit displays on B10 and should have been cashed out before the employee transferred, contact the previous department. Once it is confirmed the hours were cashed out, post a cashout (36) transaction using B50.

Verification

- ♦ Verify that the State Service is correct by viewing S14.
- ♦ Verify that all benefits display with the correct balances by viewing B10.
- ♦ Verify Accrued Benefits are established correctly (i.e., establishment period, Waiting Period, Non Standard Rate and Vacation 10-Month) by viewing B12.
- ♦ If there are discrepancies refer back to the checklist in the beginning of this section and determine where the discrepancy occurred.

Temporary Separation Procedures

When an employee goes on a Temporary Separation, the Leave Accounting System will suspend Leave Benefit accruals and State Service based on the Temporary Separation. The Temporary Separation Begin Leave Period on the P64 Non-Accrual Maintenance screen will be updated to reflect the leave period following the effective date. 99/99 will display in the End Leave Period until it is updated by the PAR ending the separation.

Check List

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ Check the Leave Message System and determine if the message "EE ON TEMP SEP" displays for the employee. (Delete these messages.)
- ✓ Check the P64 - Leave Benefit Non-Accrual Maintenance screen. Does the Begin Leave Period equal the month following the month the temporary separation began?
- ✓ Check the P64 - Leave Benefit Non-Accrual Maintenance screen. Does the End Leave Period equal the month in which the employee returned from the temporary separation?
- ✓ Are there any retroactive postings needed for State Service?
- ✓ Are there any retroactive postings needed for accrued, earned or usage only benefits?
- ✓ Check the B10 - Leave Benefit Inquiry screen.
- ✓ Is the employee entitled to state service and leave benefit accruals while on the temporary separation?

If some or all of the check points above have not been done, continue to the procedures on the following pages in order to resolve the condition.

➤ **"EE ON TEMP SEP" message - Access the P64 screen**

- ◆ If the employee is currently on a temporary separation, delete the message. No additional action necessary.
- ◆ If the employee is no longer on a temporary separation, access the P64 - Leave System Eligibility Maintenance screen and change the End Leave Period from 99/99 to the actual end leave period of the temporary separation (i.e., employee returned to work 11/02, key 10/02 in the End Leave Period).
- ◆ If the employee is on a temporary separation but should still accrue benefits, access the P64 – Leave System Eligibility Maintenance screen and key the appropriate end date in the End Leave Period. (i.e. Employee should accrue starting with the 07/02 leave period. Key 06/02 in the End Leave Period).

➤ **Retroactive Conditions**

Determine if there is any retroactivity on the employee's record. Follow the directions below to update State Service and Accrued benefits.

- ◆ Access the P64 - Leave System Eligibility Maintenance screen and change the End Leave Period from 99/99 to the actual end leave period in which the employee returned from the temporary separation.
- ◆ Access the S16 - Transaction History screen and determine which Leave Periods need State Service transactions posted.
- ◆ Access the S50 - State Service Transaction Entry screen and key the appropriate transactions.
- ◆ Post State Service transactions for those months that are retroactive by using the following chart:

- CR - Credits a full State Service Credit (cannot post a CR for fractionals or for intermittents).
- FM - Fractional Month Credit
- NQ - Non-Qualifying Month
- HW - Hours Worked for intermittent employees
- TH - Adjustments for roll 3 intermittent employees
- H1 - Hours Worked, 1st half (roll 4) hourly, Semi-Monthly intermittent employees
- H2 - Hours Worked, 2nd half (roll 4) hourly, Semi-Monthly intermittent employees
- BH - Adjustments for roll 4 Semi-Monthly intermittent employees

- ♦ Access the B16 - Leave Benefit Transaction History Inquiry screens to determine which leave periods should have accruals posted (the accrual leave periods will be the same as the state service leave periods).
- ♦ Access the B50 - Leave Benefit Transaction Entry screen and post any accruals/bonuses for those leave periods that are retroactive.

NOTE: A State Service Credit must be posted for the leave period prior to posting of a Leave Benefit accrual.

➤ **Employee Entitled to State Service and Leave Benefits While On Temporary Separation**

- ♦ If it is determined that the employee is entitled to state service and leave benefit accruals while on a temporary separation, either post the transaction(s) manually, or access the P64 –Leave Benefit Non-Accrual Maintenance screen and update the Temporary Separation Leave Periods.

If the employee is entitled to state service and leave benefit accruals for the entire period of the temporary separation, then the Temporary Separation Leave Periods can be deleted. If the employee is only entitled to state service and leave benefit accruals for a partial period of the temporary separation, update the Temporary Separation Leave Periods to represent the period not entitled.

Attendance Corrections (Including State Service)

The Leave Accounting System does not go back retroactively and make changes to an employee's leave record. If a retroactive change or correction is needed, it must be made using the on-line CLAS screens.

NOTE: For intermittent employees (Roll 3 - Hourly, paid monthly), refer to "Positive Paid Employees" in this workbook.

Check List

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ Has the employee's EPH changed to create corrections (e.g., Retroactive timebase change)? Check the P18 screen.
- ✓ Are the State Service transactions correct? Check the S16 screen.
- ✓ Has the incorrect transaction been voided? Check the B16 screen.
- ✓ Has the correct transaction been posted? Check the B16 screen.

If some or all of the check points above have not been done, continue to the procedures on the following pages in order to resolve the condition.

➤ **Corrections to State Service**

- ♦ If an error was made to an employee's state service, inquire on the S14 or S16 screen to determine what leave period(s) need to be corrected.
- ♦ If the State Service is "Out-of-Service" a new begin balance may need to be posted. To post, access the S50 screen and post a BB transaction with the total number of State Service credits. (Include carryover hours for intermittent employees and fractional carryover for fractional time base employees.)
- ♦ Post State Service transactions for those months that are retroactive by using the following chart:
 - CR - Credits a full State Service Credit (cannot post a CR for fractionals or for intermittents)
 - FM - Fractional Month Credit
 - NQ - Non-Qualifying Month
 - HW - Hours Worked for intermittent employees
 - TH - Adjustments for roll 3 intermittent employees
 - H1 - Hours Worked, 1st half (roll 4) hourly, Semi-Monthly intermittent employees
 - H2 - Hours Worked, 2nd half (roll 4) hourly, Semi-Monthly intermittent employees
 - BH - Adjustments for roll 4 Semi-Monthly intermittent employees
- ♦ If a State Service Credit was posted but the Leave Period did not qualify for a State Service accrual, access the S52 screen to void the incorrect State Service accrual.

NOTE: Check the P64 screen to determine if the employee is on a temporary separation. Determine if the begin and end dates are correct.

➤ **To Correct Previously Posted Leave Transactions**

- ♦ Void the incorrect transaction using the B52 screen.
- ♦ Post the correct transaction using the B50 screen.

EXAMPLE : Attendance was originally posted for 40 hours of vacation usage. Employee should have been charged 32 hours of vacation and 8 hours of family sick leave. The following must occur on-line.

- Void the 40 hour transaction on the B52 screen.
- Key a vacation usage transaction (VA01) on the B50 screen for 32 hours.
- Key a Sick leave - family sick (SL02) on the B50 screen for 8 hours.

REMINDER: If the Leave transactions are keyed on PIP, this is an *overnight process* and the leave transactions will be applied the next day.

➤ **Check Leave Message System if Keying on PIP**

- ◆ Check the Leave Message System to determine if any messages generated from the keyed PIP batch.
- ◆ If the time keyed in the PIP batch was incorrect, any changes/corrections must be done on-line CLAS.

Catastrophic Leave Transfers

Due to catastrophic circumstances, employees can donate leave benefits to another employee as long as the criteria regarding catastrophic leave are met. Catastrophic transfers cannot be keyed on the Payroll Input Process system (PIP). They must be keyed online using the B50 screen.

To post catastrophic leave transfers on CLAS two transactions are usually keyed, one transaction to credit the hours to the employee who is on catastrophic leave and the other to debit the hours from the employee who is making the donation. If either the donating or receiving employee is not on CLAS, key only the transfer transaction for the employee on CLAS.

Donations between employees of different departments may also be allowed if approved. Each department is responsible for updating only their employee's record.

Donating Employee -

- ♦ Access the B50 screen for the leave benefit to be donated and the leave period of the donation.
- ♦ Key a Transfer To EE transaction (44) with the number of hours donated. In the Transfer Info fields, key the SSN * of the employee receiving the donation and the benefit where the hours were credited.

Receiving Employee -

- ♦ Access the B50 screen for the leave benefit where the donated hours will be credited and the leave period of the donation.
- ♦ Key a Transfer From EE transaction (45) with the number of hours donated. In the Transfer Info fields, key the SSN * of the employee donating the time and the benefit donated.

* If the social security number is unavailable (e.g., donations between departments) key 999-99-9999 in the SSN field.

Vacation To Annual Leave

Use these procedures when an employee elects Annual Leave or Annual Leave is mandatory.

Check List - No Retroactivity

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ Determine the effective date of the Annual Leave.
- ✓ Have all accruals for Vacation and Sick Leave been posted? (The accruals must post before adding/establishing Annual Leave.)
- ✓ Are all Vacation transactions posted (i.e., attendance) for the CLAS month employee is on Vacation?
- ✓ Was the correct amount of Vacation transferred to Annual Leave? Check the B16 screen for Annual Leave.

Caution: The Vacation transfer amount will not include the last month's accrual. Check the Annual Leave transfer amount which should include the accrual.

If some or all of the check points above have not been done, continue to the procedures on the following pages in order to resolve the condition.

➤ **Vacation To Annual Leave Without Retroactivity**

When an employee goes to Annual Leave and there is no retroactivity then wait for the last accrual period for the vacation and sick leave. See example below for timing.

EXAMPLE : Employee has elected to go to Annual Leave effective 11/01. Today's date is 10/15/01.

- ◆ Employee's last month of Vacation and Sick Leave accruals will be the 10/01 Leave Period.
- ◆ The CLAS monthly accrual cycle for 10/01 will be run on the 8th workday of 11/01 (11/12/01).
- ◆ Anytime after the CLAS monthly accrual cycle for 10/01, access the B66 screen and add Annual Leave for the employee.
- ◆ The B12 screen will show an end leave period on the establishment period for Vacation. For Sick Leave, if hours are available for use, the end leave period will display 99/99. This allows the employee to continue to use their sick leave balance. When the Sick Leave balance equals zero, an end leave period will display. The last leave period Sick Leave should be accrued will display in the Last Accrual Leave Period field.
- ◆ Verify the transfer amount on the B14 or B16 screen. The total balance can be checked on the B10 screen also. The Annual Leave transfer equals the Vacation end balance plus the accrual.
- ◆ If you added the Annual Leave Benefit before the CLAS monthly accrual then please refer to the section in this workbook that provides instructions on how to correct "Annual Leave Established in Error" in this workbook.

IMPORTANT

Do not transfer the employee to Annual Leave until the CLAS monthly accrual cycle has run for the Vacation and Sick Leave. If Annual Leave was established in error please refer to "Annual Leave Established in Error".

If Annual Leave must be added/established posted retroactively, use these procedures to correct previous accrual and use transactions for the retroactive leave periods.

Check List - Retroactivity

If some or all of the following check points have not been done, continue to the procedures on the following pages in order to resolve the condition.

- ✓ Determine the effective date of the Annual Leave.
- ✓ How many months retroactive is the request? Which months?
- ✓ Did you Void out any Vacation accruals and use transactions for the time the employee should have been on Annual Leave?
- ✓ Did you Void out the Sick leave accruals for the time the employee should have been accruing Annual Leave?
- ✓ Did you add/establish the Annual Leave as of the effective leave period?
- ✓ Have all the Annual Leave accruals been posted?
- ✓ Have all the Annual Leave use transactions been posted?
- ✓ Verify the B10 Leave Benefit Inquiry screen to verify that the balances are correct.

If some or all of the check points above have not been done, continue to the procedures on the following pages in order to resolve the condition.

➤ **Retroactively Establishing Annual Leave**

Below is an example of retroactive posting of use and accrual transactions for an employee.

EXAMPLE : Employee went from Rank and File to Supervisory. The employee chose to go from accruing Vacation and Sick Leave to Annual Leave. The effective date on this is 09/01/01. Today's date is 12/20/01.

09/01 = 8 hours of sick usage, 16 hours of vacation usage

10/01 = 40 hours of vacation usage, 8 hours of CTO usage

11/01 = 8 hours of sick usage, 4 hours of vacation usage

*** All the above Leave Periods received Sick Leave and Vacation accruals.

◆ Check the B14 or B16 screen to determine what corrections need to be done (will be the same information as given above).

◆ Access the B52 - Leave Benefit Void Transaction screen.

09/01 = Void the Sick Leave and Vacation accruals and the 16 hours of vacation usage.

10/01 = Void the Sick Leave and Vacation accruals and the 40 hours of vacation usage.

11/01 = Void the Sick Leave and Vacation accruals and the 4 hours of vacation usage.

◆ If while voiding the sick leave accruals, the benefit goes out-of-service due to an insufficient balance, void the usage transactions that are creating the negative balance. Post the usage to the Annual Leave benefit after it is added.

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Vacation to Annual Leave (cont. 4)

- ◆ Access the B66 - Leave Benefit Add screen. Add the Annual Leave benefit with the establishment period showing as:

<i>BEGIN</i>	<i>END</i>
<i>LV PRD</i>	<i>LV PRD</i>
<u>09 01</u>	<u>99 99</u>

- ◆ Access the B50 screen for 09/01 and post an accrual for that leave period (*AL10*). Do the same for the 10/01 and 11/01 Leave periods.
- ◆ Post all use transactions that were previously posted to Vacation.
- ◆ If the sick leave benefit went into the negative, refer to "Benefit Out-of-Service" in this workbook.
- ◆ Check the transfer amount and the accrual/usage posting on the B16 screen.

➤ **Establishing Annual Leave for a New Employee**

- ◆ Access the B66 - Leave Benefit Add screen.
- ◆ Key the Begin and End Establishment Periods.
- ◆ Annual Leave *DOES NOT* have a waiting period.

Annual Leave Established In Error

There are two common conditions that identify the type of error made when Annual Leave was established:

Condition 1 - Annual Leave should have never been established

Condition 2 - Annual Leave established with an incorrect effective date

➤ **Annual Leave Should Have Never Been Established - Condition #1**

If the employee was erroneously established in Annual Leave and should never have been established, follow these steps to delete all transaction history for Annual Leave.

- ◆ Print the data from the B16 screen for Annual Leave.
- ◆ Delete the Annual Leave benefit by using the B72 - Annual Leave Delete screen.
- ◆ Access the B20 screen. This will indicate if Sick Leave and Vacation were once established on CLAS.
- ◆ If Vacation benefit was never established (did not display on the B20 screen) then add the benefit by using the B66 - Leave Benefit Add screen.
- ◆ If the Vacation benefit was previously established (displayed on the B20 screen) check the B12 screen to determine what characteristics the benefit had and needs changing (e.g., waiting period).
- ◆ Access the B68 - Establishment Period Maintenance screen. To re-activate the Vacation benefit, modify the End Leave Period to 99/99.
- ◆ If any other characteristics for the Vacation benefit need to be updated, refer to these screens for update purposes.
 - ✓ B74 Waiting Period Maintenance screen
 - ✓ B70 Non Standard Rate Maintenance screen
 - ✓ B76 Vacation 10 Month Maintenance screen
- ◆ If there was a transfer between Vacation and Annual Leave, VOID the Transfer to AL transaction using the B52 - Leave Benefit Void screen for Vacation.

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Annual Leave Established in Error (cont. 1)

- ◆ If Sick Leave was never established (did not display on the B20 screen) add the benefit using the B66 - Leave Benefit Add screen.
- ◆ If the Sick Leave benefit was previously established (displayed on the B20 screen) check the B12 screen to determine what characteristics the benefit had and needs changing.
- ◆ Access the B68 - Establishment Period Maintenance screen. To re-activate the Sick Leave benefit, modify the End Leave Period to 99/99.
- ◆ If there was any retroactivity for either Vacation and/or Sick Leave that may have been posted as Annual Leave, verify the employee's attendance records to determine what should be posted as Sick Leave and what should be posted as Vacation since Annual leave does not distinguish between the two.

➤ **Annual Leave Established With An Incorrect Effective Date - Condition #2
(Vacation not Previously Established)**

If the Annual Leave was established in the wrong Leave Period, and DID NOT have Vacation previously established, then follow these steps in correcting the situation:

- ◆ Access the B16 and print the Annual Leave.
- ◆ Access the B72 - Annual Leave Delete screen, and delete the Annual Leave Benefit.
- ◆ Access the B66 - Leave Benefit Add screen and add the Annual Leave with the corrected Establishment Period.
- ◆ Post a new Begin Balance if necessary and any usage or accrual transactions for the employee.

➤ **Annual Leave Established With An Incorrect Effective Date - Condition #2
(Vacation and Sick Leave Previously Established)**

If the employee went from Vacation to Annual Leave in the wrong Leave Period, the Vacation and Sick Leave benefits as well as the Annual Leave benefit must be corrected back to the status prior to the transfer to Annual Leave.

- ◆ Access the B16 and print the Annual Leave.

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Annual Leave Established in Error (cont. 2)

- ◆ Access the B72 - Annual Leave Delete screen, and delete the Annual Leave Benefit.
- ◆ Access the B68 - Establishment Period Maintenance screen and *modify* the End Leave Period to 99/99 for Vacation.
- ◆ If any other characteristics for the Vacation Benefit needs to be updated, refer to these screens for update purposes.
 - ✓ B74 Waiting Period Maintenance screen
 - ✓ B70 Non Standard Rate Maintenance screen
 - ✓ B76 Vacation 10 Month Maintenance screen
- ◆ If applicable, access the B68 - Establishment Period Maintenance screen and *modify* the End Leave Period to 99/99 for Sick Leave.
- ◆ Access The B52 - Void Transaction Entry screen and void the Vacation transfer transaction by placing a "V" next to the transaction and pressing the ENTER key.
- ◆ If there was any retroactivity for either Vacation and/or Sick Leave that may have been posted as Annual Leave, verify the employee's attendance records to determine what should be posted as Sick Leave and what should be posted as Vacation since Annual Leave does not distinguish between the two.
- ◆ Once the employee's record is restored, then re-establish the Annual Leave Benefit with the new effective date (establishment period) by requesting the B66 - Leave Benefit Add screen.
- ◆ Post any retroactive transactions if necessary on the B50 - Transaction Entry screen.
- ◆ Check the B12 - Leave Benefit Detail Inquiry screen to verify the characteristics of the Vacation, Sick Leave and Annual Leave benefits.

Annual Leave To Vacation /Sick Leave

Use these procedures when an employee transfers from Annual Leave to Vacation/Sick Leave.

Check List - No Retroactivity

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ Determine the effective date of the Vacation/Sick Leave.
- ✓ Have the last accruals for Annual Leave been posted? (The accruals must post before adding/establishing Vacation/Sick Leave.)
- ✓ Are all Annual Leave transactions (i.e., attendance) posted for the last month employee is on Annual Leave?
- ✓ Was Sick Leave added or reestablished?
- ✓ Was Vacation added or reestablished?
- ✓ Was the correct amount of Annual transferred to Vacation? Check the B16 screen for Vacation.
- ✓ Is a transfer from Vacation to Sick Leave required? Refer to the bargaining unit contracts.

Caution: The Annual Leave transfer amount will not include the last month's accrual. Check the Vacation transfer amount to ensure it includes the accrual.

For detailed instructions, please refer to the Examples section.

Check List – Retroactivity

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ Determine the effective date of the Vacation/Sick Leave.
- ✓ Have the last accruals for Annual Leave been posted? (The accruals must post before adding/establishing Vacation/Sick Leave.)
- ✓ Are all Annual Leave transactions (i.e., attendance) posted for the last month employee is on Annual Leave.
- ✓ Have all accruals and usage's been voided for the time the employee should have been on Vacation/Sick Leave.
- ✓ Was Sick Leave added or reestablished?
- ✓ Was Vacation added or reestablished?
- ✓ Was the correct amount of Annual transferred to Vacation? Check the B16 screen for Vacation.
- ✓ Is a transfer from Vacation to Sick Leave required? Refer to the bargaining unit contracts.

Caution: The Annual Leave transfer amount will not include the last month's accrual. Check the Vacation transfer amount to ensure it includes the accrual.

For detailed instructions, please refer to the Examples section.

Vacation and/or Sick Leave Established in Error

There are two conditions that identify the type of error made when Vacation and/or Sick Leave was established:

Condition 1 – Vacation and/or Sick Leave should never have been established

Condition 2 – Vacation and/or Sick Leave established with wrong Begin Leave Period

➤ **Vacation and/or Sick Leave Should Never Have Been Established – Condition #1**

If the employee was erroneously established in Vacation and/or Sick Leave and should never have been established, follow the checklist below:

- ✓ Contact the Leave Accounting Unit to request to have the benefit(s) deleted as needed.
- ✓ If the Annual Leave benefit was previously established and the End Leave Period is other than 99/99, modify the End Leave Period to 99/99 using the B68-Establishment Period Maintenance screen.
- ✓ If applicable, void the Annual Leave Transfer transaction (TRANSFER TO: VA) using the B52-LB Void Transaction Entry screen.
- ✓ Key Annual Leave transactions (e.g. accruals, use, etc.), as needed, using the B50-Transaction Entry screen.

➤ **Vacation and/or Sick Leave Established with the wrong Begin Leave Period – Condition #2**

If Annual Leave does not exist for the employee (verify using B20 screen:

- ✓ Void all transactions posted for the incorrect leave period using the B52 screen.
- ✓ Modify Begin Leave Period using the B68 screen.

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Vacation and/or Sick Leave Established in Error (cont.)

- ✓ Update/modify the Vacation Characteristics, if applicable, using the following screens:
 - B74-Waiting Period Maintenance
 - B70-Non Standard Rate Maintenance
 - B76-Vacation 10-Month Maintenance
- ✓ Key any missing Vacation and/or Sick Leave transactions (e.g. accruals, use, etc.), as needed, using the B50 screen.

If Annual Leave does exist for employee (verify using B20 screen):

- ✓ Void all transactions posted prior to the correct effective date using the B52 screen.
- ✓ Modify End Leave Period of Annual Leave using the B68 screen.
- ✓ Modify Begin Leave Period for Vacation and Sick Leave using the B68 screen.
- ✓ Update/modify the Vacation Characteristics, if applicable, using the following screens:
 - B74-Waiting Period Maintenance
 - B70-Non Standard Rate Maintenance
 - B76-Vacation 10-Month Maintenance
- ✓ Key any missing Vacation, Sick Leave (e.g. accruals) or Annual Leave transfer transactions as needed, using the B50 screen.

Separation Procedures

On separations from State Service, the PAR will generate the lump sum payments. Keying a lump sum transaction on CLAS does not generate a lump sum payment. Keying a lump sum transaction will only zero out the balance for that benefit and will show on the employee's CLAS history as a lump sum transaction.

Check List

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ Check the P18 - Employee Position History Inquiry screen. Is there an end date equal to the separation date on Employment History?
- ✓ State Service should be out-of-service. Check the S16 screen.
- ✓ Do all the Accrued Leave Benefits have End Leave Periods on the establishment period?
- ✓ Have Cash Out or Lump Sum transactions been keyed for all Earned Benefits?
- ✓ Usage Only benefits can be left with balances displaying or Begin Total (27) transactions with zero amount may be keyed.

If some or all of the check points above have not been done, continue to the procedures on the following pages in order to resolve the condition.

Note: It is not necessary to post lump sum transactions for accrued benefits. Lump sum transactions for accrued benefits will not include the last accrual amount or amount accrued due to lump sum extension.

KEYING CONDITIONS – PAGE 47
Separation Procedures (cont.)

When an employee permanently separates from a department the Leave Accounting System will recognize that the employee is ineligible to be on CLAS and will do the following:

- ◆ Generates an End Date on the Employee Position History Record
- ◆ Generates End Leave Periods on all accrued benefits
- ◆ Places State Service Out-Of-Service for the leave period following the separation

The Leave Accounting System will NOT automatically generate Lump Sum transactions for leave benefits. Lump Sum payments are generated by the PAR.

Verify the B10 screen to determine if the employee has any Earned or Usage Only Benefits. If the employee does not have earned or usage only benefits then no further action on the employee is necessary for separation procedures.

If the employee has Earned Benefits, then follow these procedures to lump sum or cash out the balances for the employee.

- ◆ Post all time earned or used for the employee's benefit on the B50 - LB Transaction Entry Screen.
- ◆ Key a Lump Sum Transaction (37) for those Earned Benefits that have a balance. Use the B50 LB - Transaction Entry screen.

If the employee has Usage Only Benefits then,

- ◆ (Optional) - Key Begin Total (27) transactions with zero amount to reset the totals.

Employee Transfers to a Non-Participating Department

When an employee transfers to a non-participating department, the Leave Accounting System treats the employee similar to a separation. Check the list below to determine if all the steps have been taken to resolve the condition.

Check List

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ Check the P18 - Employee Position History Inquiry screen. Is there an end date equal to the last month the employee worked at your department?
- ✓ State Service should be Out-Of-Service. Check the S16 screen.
- ✓ All the Accrued Leave Benefits should have end leave periods on the establishment periods.
- ✓ Have all the earned benefit cash out transactions been posted?

If some or all of the check points above have not been done, continue to the procedures on the following pages in order to resolve the condition.

KEYING CONDITIONS – PAGE 49

Employee Transfers to a Non-Participating Department (cont.)

When an employee transfers to a Non-Participating department the PAR that transfers the employee will end the Employee's Position History Record on CLAS. This will cause the following conditions to occur at the participating department (transfer from).

- ◆ End date on the Employee Position History
- ◆ State Service is placed "Out-of-Service"
- ◆ End Leave Periods placed on all Establishment Periods for Accrued Benefits

Before the "New" department keys the PAR to appoint the employee, verify that all attendance transactions have been keyed for all benefits. Follow these procedures to ensure that all benefits are as current as possible.

- Are all attendance transactions (use, accruals, etc.) posted for all leave periods for your department?
 - ◆ Key all usage, accruals, and miscellaneous transactions for the employee using the B50 - LB Transaction Entry screen.
- If the employee has Earned or Usage Only Benefits the balances should be zeroed out by either using a cash out transaction or a new begin balance.
 - ◆ For Earned Benefits key a *Cash Out Transaction (36)* to zero the remaining balance.

IMPORTANT: For employer owned benefits such as CTO, Excess Hours, etc., post the Cash Out transaction on CLAS before the appointing PAR is keyed by the new department.

NDI with Supplementation (Full and $\frac{3}{4}$)

When an employee is participating in the Annual Leave Program and is placed on NDI, the employee can elect to supplement the NDI payment with the usage of their Leave Benefit hours.

Check List

Please verify each item of the check list to determine if the condition has been satisfied.

- ✓ Has the PAR been keyed to place the employee on NDI?
- ✓ Are the Begin and End Leave periods on the P64 screen blank for Full Supplementation?
- ✓ For $\frac{3}{4}$ Supplementation, verify that the Begin and End Leave Periods display correctly on the P64 screen.
- ✓ Key supplementation of NDI hours (ALSN).
- ✓ Verify PAR to return employee from NDI $\frac{3}{4}$ Supplementation has updated the End Leave Period on the P64 screen.

If some or all of the check points above have not been done, continue to the procedures on the following pages in order to resolve the condition.

NDI - Full Supplementation

The following are procedures for processing transactions when the employee elects NDI Full Supplementation.

- **Employee Entitled to Monthly State Service and Leave Benefits**
 - ◆ Check the P64 - LB Non- Accrual Maintenance screen for Temporary Separation Begin and End leave periods. If data is incorrect, remove or enter corrections.
 - ◆ If the employee's temporary separation status changes during the course of his/her disability then this screen may need to be updated with the new *Temporary Separation Begin and End Leave Periods*.
- **Retroactive Posting of Accruals**
 - ◆ Verify the Temporary Separation begin and end leave periods on the P64 - LB Non Accrual Maintenance screen are blank. To remove leave periods, delete or erase.
 - ◆ Post any State Service credits that did not accrue. Post the CR (credit) or the FM (fractional month) on the S50 screen.
 - ◆ Post any Leave Benefit accruals (transaction code 10) on the B50 - LB Transaction Entry screen for all accrued type benefits.
 - ◆ Post supplemental hours used (see next section).
 - ◆ Verify the totals on the B10 - Leave Benefit Inquiry screen. If the totals are correct, NO ACTION NECESSARY. If the totals are incorrect verify that all accruals have been posted along with any usage transactions.
- **Posting Supplemental Hours Used**
 - ◆ Calculate the number of leave benefit hours needed to supplement the monetary amount paid by NDI. For the calculation amount refer to the PPM.
 - ◆ When the amount of hours has been determined, key a "Use - NDI Supp" (SN) transaction for the time to be supplemented on the B50 - LB Transaction Entry screen.

NDI - 3/4 Supplementation

Employee can supplement 3/4 of their NDI. If they elect this method they can only qualify for 1/2 of their State Service and Leave Benefit accruals each month.

➤ **P64 - LB Non-Accrual Maintenance Screen**

- ◆ CLAS cannot prorate the State Service credits. If the *Begin and End Leave Periods* are blank, post the begin leave period in which the employee begins disability and for the end leave period, post 99/99. This will stop all accruals for State Service and Leave Benefits from posting.

➤ **S50 - SS Transaction Entry Screen**

- ◆ Since the employee can only accrue State Service credits every other month, it will be necessary that you track the employee's State Service and post a CR (credit) every other month.

➤ **B50 - LB Transaction Entry Screen**

- ◆ Each month the employee is due 1/2 of their monthly accrual rate. To post this amount a Credit Adjust Transaction (14) must be keyed monthly and half of the accrual amount must be posted in the amount field.

EXAMPLE :

<u>LV</u> <u>PRD</u>	<u>TRANS</u> <u>CODE</u>	<u>AMOUNT</u>
11 / 97	AL14	6.5

In this example the Annual Leave accrual rate is 13 hours per month. When posting the accrual divide the accrual amount in half and post as the transaction amount.

NOTE : The hours posted as a Balance Adjustment are NOT credited like accrual transactions. Normally accruals are not subject to debit transactions (e.g., use) until the next leave period. A Balance Adjust is subject to debit transactions posted.

KEYING CONDITIONS – PAGE 53
NDI with Supplementation (Full and $\frac{3}{4}$) – (cont. 3)

➤ **Posting of Supplemental Hours Used**

- ◆ Calculate the number of leave benefit hours needed to supplement the monetary amount paid by NDI to $\frac{3}{4}$ salary. For calculation instructions refer to the PPM.
- ◆ When the number of hours to supplement has been determined, key a "Use-NDI SUPP" (SN) transaction for the time to be supplemented on the B50 - LB Transaction Entry screen.

Holiday Credit

If an employee's Holiday Credit balance displays on the B10 screen but with an incorrect employer name, the system must be updated to reflect the hours correctly.

- ◆ Key a Debit Adjust transaction (HC15) for the last leave period employee worked at the other department using the B50 screen. The amount on this transaction is equal to the benefit balance. (This will create a zero balance at the other department.)
- ◆ Key a Begin Balance (HC24) for the leave period of the new appointment. The amount on this transaction is equal to the balance transferred from the previous department. (This will create a balance identified with the new employer.)

Verify the B10 screen to determine if the benefit balance displays with the correct employer. If B10 is incorrect, void the transactions using the B52 screen and post correctly using B50.

POSITIVE PAID EMPLOYEES

Overview

Most of the processes that occur for Positive Employees are the same as they are for Negative Employees. There are differences between the two methods that distinguish the positive process from the negative process.

➤ Similar Processes

- ◆ EPH record is generated automatically by the PAR.
- ◆ Accrued Benefits must be established (B66 screen).
- ◆ State Service Begin Balances must be posted.
- ◆ Screens are the same for updating and inquiry.
- ◆ Retroactive transactions must be posted on-line.
- ◆ Employee activity is reflected on the Leave Activity and Balances Report (LAB).
- ◆ Leave balances can be displayed on the employee's monthly earnings statement.

➤ Daily Leave Processing (DLP)

Certain payments issued through the Payroll System will generate transactions towards State Service and can generate State Service and Leave Benefit accruals automatically. Each day a Payroll Cycle occurs, designated payments will generate transactions towards the employee's State Service. See designated payment types in the next section.

➤ **State Service for Positive Employees**

For a Positive Employee on Leave Accounting, the "Hours Worked" towards State Service are posted through the Daily Leave Process (DLP). Selected payments will generate Hours Worked (HW, H1 or H2)) transactions when issued for current pay period and one month prior. Those payments are:

.	Regular Pay	-	Payment Type 0, Payment Suffix Blank
.	Overtime	-	Payment Type 1, Payment Suffix Blank or F
.	Holiday Pay	-	Payment Type S, Payment Suffix G and H
.	IDL - Full	-	Payment Type 6, Payment Suffix Blank
.	IDL - 2/3	-	Payment Type N, Payment Suffix Blank
.	Disability	-	Payment Type U, Payment Suffix T, C & N
	Supplemental		

Once these payments are issued, the Hours Worked transactions will automatically be posted to the Leave Accounting System and accumulate towards State Service.

Exception: Special processing is required for roll code 4 employees who are new to the CLAS or returning. If the employee works the 1st half of the appointed leave period and the payroll issues in the month of the appointment, the Hours Worked 1st half (H1) transaction must be posted manually by the agency using the S50-SS Transaction Entry screen. Hours worked for the 2nd half will automatically post an Hours Worked (H2) transaction.

➤ **Posting a State Service Begin Balance for an Intermittent Employee**

When posting a State Service begin balance for your intermittent employees, include any carryover hours along with the State Service months. If the carryover hours are not included in the Begin Balance, State Service will not calculate correctly and corrections to the State Service and Leave Benefit accruals may be required.

- ◆ For employees new to state service a Begin Balance of zero will be posted by the system.
- ◆ For employees who have previous State Service but need a begin balance posted, show all State Service months and any carryover hours on the S50 screen.

➤ **State Service - Hours Worked Transaction (HW, H1 or H2) - Not Retroactive**

When a payment is "Selected" in the Daily Leave Process (DLP), an Hours Worked (HW, H1 or H2) transaction is generated. These transactions are posted to the employee's State Service and a State Service credit is posted once the Hours Worked total equals or exceeds 160 hours. The Leave System will also "carry over" hours from month to month. The system will not credit more than 160 hours in a leave period.

- ◆ Transactions are posted automatically when a payment is issued and **IS NOT** a retroactive payment.

➤ **Posting Retroactive Hours Worked Transactions**

- ◆ Access the S50 - State Service Transaction Entry screen. Post an HW, H1 or H2 transaction for the amount of time issued.
- ◆ When a State Service credit is generated by the Daily Leave Processing, (DLP) accruals for Vacation, Sick Leave or Annual Leave will automatically generate. If State Service was posted manually due to retroactivity, the Leave Benefit accruals will also have to be posted.
- ◆ Access the S14 or S16 screen to verify if the posted hours worked affects any State Service credits.
- ◆ Compare the information on the S14 or S16 screens to the Leave Benefit accruals. If they DO NOT differ from the State Service credits then no further action is required; if the State Service credits are posted in different months than the accruals for Leave Benefits CONTINUE.
- ◆ Void the Leave Benefit accruals posted in month(s) where State Service Credits are not posted. CLAS will only let you void one transaction at a time. Use the B52 - LB Void Transaction screen.
- ◆ Post Leave Benefits accruals for those leave periods where State Service credits are posted. Use the B50 - LB Transaction Entry screen.

➤ **Leave Benefit Accrual Rate Change**

- ◆ If the amount of State Service for an employee changes due to a retroactive change to State Service, verify that the accruals for Vacation or Annual Leave are posted at the correct accrual rate.

- ◆ Void the transactions on the B52 - LB Void transaction screen that have the incorrect accrual rate.
- ◆ Post the new accruals using the B50 - LB Transaction Entry screen.

➤ **Leave Benefit Waiting Periods**

When a Positive employee has a Leave Benefit Waiting Period, in most cases, the End Leave Period cannot be determined. In these cases it is necessary to key 99/99 for the End Leave Period and 99/99/99 for the End Date. Once the End Date is determined, key the End Leave Period and End Date in which the employee's waiting period ends.

- ◆ When setting up a new employee's Leave Benefits for Vacation and Personal Holiday, a Waiting Period is required, key the Begin Month and Year for the Waiting Period.
- ◆ For the End Month and Year, it cannot be determined, key 99/99 for the End Leave Period and 99/99/99 for the End Date.
- ◆ A Management Information Retrieval System (MIRS) report can be requested to determine how many hours the employee has worked. The report ID is INT 003. Give this to your MIRS coordinator and they can run this report for you.
- ◆ Once the end date is determined, access the B74 screen and Modify the Waiting Period to reflect the End Leave Period and End Date.
- ◆ Verify the B12 screen to ensure that the benefit characteristics are accurate.

➤ **Multiple Positions**

- ◆ Check the P18 screen to determine what is the most recent Position History for the employee.
- ◆ If the employee is accruing in multiple positions, the employee should be tracked manually and made (NLSE) Not Leave System Eligible) using the P62 screen. (See Leave Eligibility section in this workbook.)

NOTE: PAR should generate an Employee Position History transaction on CLAS. If no EPH is generated, contact the Leave Accounting Liaison.

➤ **Mid-Month Timebase Adjustments**

When an employee is in a roll 3 or 4 position for 11 days or more **AND** in a full and/or part time position (s) less than 11 days in one Leave Period, a Timebase Adjustment (TH or BH) transaction is required to post the number of hours worked in the Full and/or Part time position.

Automated Posting of Timebase Adjustments

Automated TH/BH transactions will be generated only if the PAR/PPT has been keyed and:

- 1) A “selected” Payment is issued for the current Pay Period or the prior Pay Period and
- 2) The CLAS Monthly Accrual Cycle has NOT processed.

Whenever the system posts a TH or BH transaction on CLAS, message #9484 ‘VERIFY TH AMOUNT’ will be generated on the LMS.

No Automated Posting of Timebase Adjustments

When a PAR/PPT with a mid-month timebase change is keyed after the regular pay issues for the pay period in the intermittent position, no automated TH or BH transaction is generated and no message is generated on LMS.

When a PAR/PPT mid-month timebase change is keyed after regular pay has issued for the Pay Period of the PAR/PPT effective date, update CLAS as follows:

- 1) Post a TH or BH trans. using the S50-SS Transaction Entry screen.
- 2) Void any erroneously posted leave benefit accrual transactions using the B52-LB Void Transaction Entry screen.
- 3) Key any missing leave benefit accrual transactions using the B50-LB Transaction Entry screen.

System Generated TH/BH Transaction Calculations

The number of hours calculated for system generated transactions are based on the following:

- 1) Effective dates of EPH records identified on the P18-Employee Position History Inquiry screen.
- 2) Number of days possible using a Monday through Friday schedule.

NOTE: When the days worked are for a Saturday and/or Sunday, the system will not calculate the hours worked for those days.

- 3) Hours per day for Full Time employees are based on 8 hours. Hours calculated for Part Time employees are based on the fractional timebase amount of 8 hours.

➤ **Transfer of Funds**

CLAS does not generate State Service transactions when a Transfer of Funds (Clearance Types 6 or 7) are processed in the Payroll System.

The keying of CLAS transactions may be required for the following Transfer of Funds:

- Transfers between Pay Periods (e.g., pay issued for 06/02, should be 05/02).
- Transfers between Roll Codes (e.g., 176 regular hours issued should be 22 days).
- Transfers between payment type (e.g., pay issued as NDI, should be IDL or vice versa).

When a Transfer of Funds is requested which affects the state service transactions posted, verify and key the required transactions from the procedures below:

- 1) Void any erroneously posted State Service transactions using the S52-SS Void Transaction Entry screen.
- 2) Key State Service Transactions, as needed, using the S50-SS Transaction Entry screen.
- 3) Verify leave benefit accruals are posted for the same leave periods where State Service credits are posted. Comparing the S14-SS History Summary Inquiry screen with the B14-LB History Summary Inquiry screen.

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Positive Paid Employees (cont. 6)

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- 4) Void leave benefit accrual transactions that are posted in months where State Service credits are not posted using the B52-LB Void Transaction Entry screen.
- 5) Post leave benefit accruals for leave periods where State Service credits are posted using the B50-LB Transaction Entry screen.
- 6) When changing State Service information, verify leave periods where the accrual rate for Vacation or Annual Leave may have been impacted. If the accrual rate is incorrect:
 - a) Void the incorrect accrued transaction.
 - b) Post a new accrual transaction.

➤ **Tracking Intermittent Hours**

The Leave system will track hours worked towards State Service only. It does not automatically compute all hours worked towards the Probation period or Days Limit – TAU. These hours may be manually posted on CLAS following the procedures below:

➤ **Posting Hours for Probation Period**

- ◆ Access the B50 and post a HP90 for each Leave Period that the employee worked hours towards their probation period. This transaction can also be posted using PIP.
- ◆ When it is no longer necessary to track this benefit, reset the benefit to ZERO. To do this, key a Begin Total transaction (HP27) of zero. This will stop the data from displaying.

➤ **Posting Days Limit – TAU**

- ◆ Access The B50 and post a DL90 for each Leave Period that the employee worked days towards their days limit. This transaction can also be posted using PIP.
- ◆ If using a rolling year method to track ATW days, post DL91 (Work Adjust) to have CLAS subtract the days from the 13th prior month.
- ◆ When it is no longer necessary to track this benefit, reset the benefit to ZERO. To do this, key a Begin Total transaction (DL27) of zero. This will stop the data from displaying.

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SELECTED PAYMENTS

CLAS will automatically post Hours Worked (HW) transactions for payments issued for the current Pay Period or the Pay Period prior to the current Pay Period (e.g. for payment issued May 15, 2002, a HW transaction will be posted for only the current Pay Period, 05/02 or the prior Pay Period, 04/02).

PAYMENT TYPE	PAYMENT SUFFIX	CLEARANCE TYPE ++	ADJUSTMENT CODE*
0 = Regular	Blank	1, *4, *5	0, 1, 3
1 = Overtime Time & One Half Straight Time	Blank or F	1, *4, *5	0, 1, 3
S = Holiday Pay Planned OT Civil Service BU07 & 08	G & H	1, *4, *5	0, 1, 3
6 = IDL Full	Blank	1, *4, *5	0, 1, 3
N = IDL 2/3	Blank	1, *4, *5	0, 1, 3
U = Disability Supplemental	T, C, N	1, *4, *5	0, 1, 3

++ CLEARANCE TYPES

1 = Payment Issue

4 = Redeposit

5 = Account Receivable

*** ADJUSTMENT CODES**

0 = Original Pay

1 = Adjustment Time Worked

3 = Adjustment Time & Salary

- Clearance Types 4 and 5 will generate messages on the Leave Message System. Existing transactions will NOT be automatically voided nor will new transactions be generated by the system. Verify the employee's record for accuracy and key voids and/or transactions as needed.

NOTE: Clearance Types 6 and 7 (Transfer of Funds) are NOT selected by the system and DO NOT issue messages on the Leave Message System. When a transfer of funds is requested, verify the employee's record for accuracy and key voids and/or transactions as needed.

USAGE ONLY BENEFIT RESET

Fiscal Year End Reset

The State Controller's Office will automatically reset the total to zero for the following usage only benefits each fiscal year.

Military Days
Military Hours
Emergency Military Days
Emergency Military Hours
Bereavement Leave
Professional Training
Paid Educational Leave
Continuing Medical Education Leave
Administrative Time off
Subpoenaed Witness

Calendar Year End Reset

The State Controller's Office will automatically reset the total to zero for the following usage only benefits each calendar year.

Jury Duty
Union Time Off
Mentor Time off
Dock

Benefits Not Reset By SCO

Usage Only benefits not listed above must be reset to zero by the department. To reset a usage only benefit to zero, key a Begin Total Transaction (27) with a zero amount using the B50 screen.

EDUCATIONAL LEAVES

➤ **Accrued Benefits**

Bargaining Units 03 & 21 - Educational Leave (EL)

➤ **Earned Benefits**

Bargaining Unit 02 - Professional Leave (PR)

➤ **Usage Only Benefits**

Bargaining Unit 06 & 16 - Continuing Medical Education (CM)

Bargaining Unit 19 - Professional Training (PT)

Bargaining Units 17, 18, 19 & 20 - Paid Educational Leave (PE)

MESSAGES

This portion of the workbook provides information about the messages generated on the Leave Accounting System, including time frames when messages display on the Leave Message System and suggestions on when to work the messages. Included is a listing of all messages in message number order with the condition as to why the message was generated and what course of action to take.

There are two types of messages generated on the Leave Accounting System:

- Messages generated on-line
- Messages generated on the Leave Message System (LMS)

On-Line Messages

On-line messages are generated when keying directly on the on-line screens, e.g., B50 - Leave Benefit Transaction Entry screen. Confirmation messages will be located in the top left of the screen. Informational and/or error messages will be located in the bottom left.

Leave Message System Messages

Messages on the Leave Message System (LMS) are generated by overnight processes and will be identified by the process which generated the message:

- PIP - Payroll Input Process
- DLP - Daily Leave Processing
- LPR - CLAS Monthly Accrual Cycle
- MAG - Magnetic Tape Process
- PHP - Personal Holiday Accrual Cycle
- EHl - Employment History Process
- LSE - Leave System Eligibility Maintenance (P62)

Accessing the Leave Message System

The Leave Message System can only be accessed from the main menu of the Leave System. Refer to the job aid section of the workbook for specific instructions on accessing the Leave Message System.

Critical Time Frames

To ensure that Leave Balances are correct, it is critical that error messages are worked before they are purged (30 days from the date they are established on LMS). It is very important to work messages before the purge date, as the messages once purged cannot be retrieved. The following are critical time frames for working the Leave Messages.

- ♦ PIP is one of the primary input sources for the Leave Accounting System. Since PIP does not indicate whether there is an error at the time the data is keyed, it is important that the messages are checked and worked the day after the PIP batches are extracted.
- ♦ LPR (Leave Monthly Accrual Cycle) occurs on the 8th work day of each month. During this process, State Service and leave benefit accruals are posted to the Leave System. A message will be generated if the state service and/or accruals can not be posted. These messages should be worked before the LAB is generated to ensure that the LAB data is correct.
- ♦ DLP is Daily Leave Processing which takes place every time there is a Payroll Cycle and is specifically for Intermittent Employees. In order to ensure that State Service and Leave Benefit accruals have been posted correctly for intermittents, it is important to check messages after intermittent pay has issued. Verify the Leave Message System the day after the PIP batches have been processed.

Purging Leave Messages

Once worked the leave messages should be purged. Messages can be either purged as a group or batch of messages using the Purge Date Modification screen or purged individually by social security number using the Employee Message Inquiry screen.

Refer to the job aid section of the workbook for specific instructions for purging messages.

SUGGESTION: Make a print of the error messages and work off the printout as you will not be able to toggle back and forth between the Leave Accounting System and the Leave Message System. Once the problem is solved, delete the message from the Leave Message System.

MESSAGE LISTING

The following pages contain a list of all messages from both on-line and the Leave Message System (LMS). The list is organized with the following fields:

MESSAGE NUMBER

Messages are listed in ascending order by the number assigned to the on-line message.

NOTE: The LMS message number is the last 4 digits of the on-line message number. When researching a LMS message, disregard the first two digits on this listing (e.g., LMS message # is 9465, this message will be listed as 989465).

ON-LINE = O
LMS = L

Because messages are generated on two sources, on-line and LMS, on-line messages are identified with an "O" and LMS messages are identified with a "L". When a message is the same for both on-line and LMS the field will display "O/L".

MESSAGE

In some instances, it is possible for the same error message number to occur on-line and on LMS. The on-line message is displayed first and identified with an "O" in the "ON-LINE = O LMS= L" field. LMS messages are printed after the on-line messages and are identified with a "L". When the condition and/or the action are the same for both on-line and LMS messages, the "ON-LINE = O LMS = L" field will display O/L".

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981800	O	"Making A Selection" Condition: The "ENTER" key was pressed without making a selection or entering data. Action: Enter an "X" in a selection field or enter an action code.
981801	O	"INVALID PRINTER DESTINATION" Condition: Printer identification has not been defined by SCO or a problem as been encountered with printer destinations as defined in the printer table. Action: Contact Leave Accounting Liaison.
981802	O	"PRINT INITIATED ON PRINTER" Condition: Confirmation message. PF12 (print) key pressed.
981803	O	"INVALID ACTION CODE" Condition: Requested an action code that is not defined to the system. Action: Enter a valid action code.
981804	O	"SSN REQUIRED FOR ACTION CODE" Condition: SSN was not keyed. Action: Enter SSN.
981805	O	"SSN AND BENEFIT REQUIRED FOR ACTION CODE" Condition: SSN and benefit code are required. One or both was not keyed. Action: Enter the required data in the highlighted field.
981806	O	"SSN, BENEFIT AND LEAVE PERIOD REQUIRED FOR ACTION CODE" Condition: SSN, Benefit Code and Leave Period are required. Data is missing in one or more fields. Action: Enter the required data in the highlighted field.
981807	O	"SSN AND LEAVE PERIOD REQUIRED FOR ACTION CODE" Condition: SSN and Leave Period required. One or both was not keyed. Action: Enter the required data in the highlighted field.
981808		"CANNOT BE ACCESSED FROM TRAINING DATABASE"
981809	O	"MORE DATA EXISTS" Condition: Screen has more than one page of data. Action: Use PF8 (Next) or PF7 (Previous) to access data on other pages.
981810	O	"STATE SERVICE OUT-OF-SERVICE AS OF MM/YY" Condition: State Service information cannot be displayed due to out-of-service condition. State Service out-of-service for one of the following reasons: <ol style="list-style-type: none"> 1. Most current conversion or Begin Balance was voided <u>or</u> employee does not have a conversion or Begin Balance transaction posted 2. Employee is or was not leave system eligible. Action: Set State Service back in service by: <ol style="list-style-type: none"> 1. Keying a new Begin Balance transaction. 2. If employee is not eligible, no action necessary.
981812	O	"NO STATE SERVICE DATA FOR MM/YY" Condition: Selected a leave period before Employee Position History (EPH) begins or a Leave Period with no State Service information. Action: Verify the Leave Period entered.
981814	O	"CANNOT PAGE BACKWARD" Condition: PF7 (Previous) key pressed and there is no previous page.
981815	O	"CANNOT PAGE FORWARD" Condition: PF8 (Next) key pressed and there is no additional page.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981816	O	"SSN DOES NOT EXIST ON LAS" Condition: SSN does not exist on LAS. Action: Verify SSN.
981817	O	"STATE SERVICE NOT OUT-OF-SERVICE - CANNOT UPDATE" Condition: Requested State Service out-of-service maintenance screen when State Service is not out-of-service. Action: No action necessary.
981818	O	"NO BENEFITS EXIST FOR EMPLOYEE" Condition: Requested a leave benefit screen and no benefits exist. Action: Establish appropriate benefits, refer to Chapter F, EXAMPLE CONDITIONS.
981819	O	"BENEFIT DOES NOT EXIST FOR EMPLOYEE" Condition: Requested a leave benefit that does not exist for the employee. Action: Add the requested leave benefit. For accrued benefits use the B66 LB Add; for Earned or Usage Only Benefits, use the B50-LB Transaction Entry screen.
981820	O	"NO DATA EXISTS FOR BENEFIT" Condition: Requested the leave benefit transaction history screen for a benefit and no data exists. Action: Verify leave benefit ID.
981821	O	"INVALID FUNCTION" Condition: Pressed an undefined PF key. Action: Press a valid PF key.
981822	O	"ENTER DATA ON ACTION LINE"
981823	O	"NO PSN SEQUENCE EXISTS" Condition: Employee exists on Leave Accounting System without a position sequence which is a system error. Action: Contact Leave Accounting Liaison.
981824	O	"VALID LEAVE PERIOD MONTHS ARE 01 TO 12" Condition: Entered a value other than "01" to "12" in the Leave Period month field. Action: Key correct month.
981825	O	"VALID LEAVE PERIOD YEARS ARE 00 TO 99" Condition: Requested incorrect information in the year field. Action: Key correct year.
981826	O	"EMPLOYEE PSN HISTORY DOES NOT EXIST FOR LEAVE PERIOD" Condition: Requested an entry screen for a leave period that falls outside of the Employee Position History (EPH). Action: Verify the leave period entered. If incorrect, resubmit with corrected leave period.
981827	O	"INVALID BENEFIT" Condition: Requested a Leave Benefit ID that is not on the system. Action: Verify the Leave Benefit ID, if correct contact Leave Accounting Liaison.
981829	O	"ONLINE UPDATE FUNCTIONS ARE UNAVAILABLE" Condition: Cannot update any Leave Accounting System records. Leave Accounting System may be down for maintenance processing or system problems. Action: Contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981830	O	"ONLINE SYSTEM UNAVAILABLE" Condition: Cannot update or inquire any Leave Accounting System records. Leave Accounting System may be down for maintenance processing or system problems. Action: Contact Leave Accounting Liaison.
981831	O	"SSN DOES NOT EXIST AND INVALID BENEFIT" Condition: Requested an invalid SSN and leave benefit. Action: Enter a valid SSN and leave benefit.
981832	O	"FIRST PAGE" Condition: Multiple pages of data exist. Action: Use PF8 (Next) key to view additional data.
981833	O	"TABLE (Name) IS EMPTY - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison Unit.
981834	O	"NON-STANDARD RATE AMOUNT MUST BE NUMERIC AND IN THOUSANDTHS (XX.XXX)" Condition: Requested a Non Standard rate that is > thousandths (3 decimal places) or not numeric. A Non Standard Rate cannot exceed 99.999. Action: Enter correct Non-standard Rate.
981835	O	"SSN DOES NOT EXIST AND INVALID BENEFIT AND LEAVE PERIOD" Condition: Requested invalid data. Action: Key valid data.
981836	O	"INVALID BENEFIT AND LEAVE PERIOD" Condition: Requested invalid data. Action: Key valid data.
981837	O	"SSN DOES NOT EXIST AND INVALID LEAVE PERIOD" Condition: Requested invalid data. Action: Key valid data.
981838	O	"ENTER "Y" TO RESET STATE SERVICE" Condition: Keyed a character other than "Y". Action: Key "Y", then press ENTER.
981839	O	"PPCID NOT AUTHORIZED - CONTACT SUPERVISOR" Condition: PPCID is on User ID not authorized for use. Action: Contact Leave Accounting Liaison.
981840	O	"ACCESS DENIED - SIGN OFF AND CONTACT SUPERVISOR" Condition: Employee is not authorized access. Action: Verify PSD125A for system access authorization. If authorized contact Leave Accounting Liaison.
981841	O	"BENEFIT CANNOT HAVE (Waiting Period, Non Standard Rate, or Vacation 10-Month)" Condition: Waiting Period, Non-Standard Rate or Vacation 10-Month requested for a benefit that does not have the characteristic. Action: If characteristic is correct, contact Leave Accounting Liaison.
981844	O	"LAST PAGE" Condition: Last page of data.
981845	O	"STATE SERVICE CREDIT NOT VALID FOR LEAVE PERIOD" Condition: Employee is not full time for the leave period. State Service Credit (CR) transaction can not be posted. Action: Key appropriate State Service transaction (e.g., FM or HW) based on the employee's timebase.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981846	O	"NO ACTIVE PSN HISTORY EXISTS" Condition: No current active EPH.
981847	O	"MORE THAN ONE PSN SEQUENCE EXISTS" Condition: System error. Action: Contact Leave Accounting Liaison.
981848	O	"EMPLOYEE OUT-OF-SERVICE (Blank or Cannot Add Trans/Benefit)" Condition: Requested a transaction for an employee who is out-of-service on Employment History. Action: Correct the Employment History condition.
981849	O	"BENEFIT EXISTS - USE MAINTENANCE SCREENS" Condition: Requested leave benefit already exists and cannot be added again. Action: Use the B66-LB Add only for a leave benefit that has never been established on Leave Accounting System. Use the maintenance screens to change data for existing benefits.
981850	O	"MUST ENTER FIRST AND SECOND NON WORK MONTHS PRIOR TO THIRD" Condition: Requested a third non work month only. Action: Enter first and second non work month or move the third non work month entry to the first non work month field.
981851	O	"MUST ENTER FIRST NON WORK MONTH PRIOR TO SECOND" Condition: Requested a second non work month only. Action: Enter first non work month or move the second non work month entry to the first non work month field.
981853	O	"BENEFIT IS NOT ESTABLISHMENT TYPE" Condition: Requested a screen used only for accrued benefits. Action: Correct leave benefit requested.
981854	O	"ESTABLISHMENT PERIOD DOES NOT EXIST FOR BENEFIT" Condition: Benefit is not established for the requested Leave Period. Action: Correct Leave Period or establishment period.
981857	O	"BENEFIT OUT-OF-SERVICE AS OF MM/YY" Condition: Leave benefit balance will not display when benefit is out-of-service. Action: Correct the out-of-service condition.
981858	O	"BENEFIT WITHIN WAITING PERIOD - ENDS MM/DD/YY"
981859	O	"NO PSN HISTORY EXISTS FOR EMPLOYEE" Condition: The employee exists on Leave Accounting System, however, no Employee Position History (EPH) exists for this individual. Action: If incorrect, contact Leave Accounting Liaison.
981862	O	"EMPLOYEE OUT-OF-SERVICE - CANNOT ADD OR MODIFY DATA" Condition: Notification that an employee is out-of-service. Action: Correct the condition that set the employee out-of-service.
981863	O	"BENEFIT OUT-OF-SERVICE - CANNOT ADD OR MODIFY DATA" Condition: Notification that a leave benefit is out-of-service. Action: Correct the out-of-service condition.
981865	O	"END LEAVE PERIOD OUT-OF-RANGE FOR BEGIN LEAVE PERIOD" Condition: Waiting Periods range should be from 6 to 12 months. Action: Correct the waiting period.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981866	O	"WAITING PERIOD END LEAVE PERIOD MUST = 99/99" Condition: Attempted to enter 99/99/99 in the Waiting Period End Date and End Leave Period is other than 99/99. Action: If Waiting Period End Date should be 99/99/99, enter 99/99 in the end Leave Period; or enter correct Waiting Period End Date.
981867	O	"WAITING PERIOD END DATE MUST = 99/99/99" Condition: Attempted to enter 99/99 in the Waiting Period End Leave Period and End Date is other than 99/99/99. Action: If Waiting Period End Leave Period should be 99/99 enter 99/99/99 in the End Date; or enter correct Waiting Period End Leave Period.
981868	O	"WAITING PERIOD END DATE 99/99/99 IS INVALID FOR TIME BASE" Condition: Attempted to enter 99/99/99 in the Waiting Period End Date for an employee whose timebase is not intermittent. Action: The employee does not have a timebase of intermittent, correct Employment History; or enter the actual date in the Waiting Period End Date.
981869	O	"PERVIOUS UPDATE SUCCESSFUL" Condition: Update confirmation message.
981870	O	"(Blank or LASQ908C) LINKAGE ERROR - CONTACT SCO" Condition: System Error. Action: Contact Leave Accounting Liaison.
981872	O	"VALID ACTION CODES ARE "A", "M" OR "D" Condition: Keyed an invalid character. Action: Key "A" to add a new "M" to modify or "D" to delete an existing entry.
981873	O	"CANNOT MODIFY OR DELETE FROM FIRST LINE" Condition: Keyed a "M" or "D" on the first line of a maintenance screen. Action: Change the "M" or "D" to "A" (with accompanying data) or enter "M" or "D" (with accompanying data, if applicable) on other than the first line.
981874	O	"CAN ADD ONLY ON FIRST LINE" Condition: Keyed "A" on other than first line. Action: Key data on first line.
981875	O	"DATA CHANGED - (Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) NOT DELETED" Condition: Requested a "D" on the action line and an entry in the data fields. Action: Press PF4 (Refresh), enter "D" in the action code field, and press "ENTER" to process the delete.
981877	O	"EMPLOYEE CANNOT HAVE (Waiting Period, Non Work Status, or Vacation 10-Month)" Condition: Employee not eligible for Non Work Status, Waiting Period, or Vacation 10-Month due to criteria based on the ee's EH record. Action: Process a PAR making the employee eligible for Non Work Status, Waiting Period, or Vacation 10-Month, if applicable.
981878	O	"PRESS "ENTER" TO CONFIRM DELETE" Condition: A delete action was initiated. Action: Press "ENTER" key again to process the delete.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981884	O	"ESTABLISHMENT BEGIN AND/OR END DATES CANNOT BE FUTURE" Condition: A future leave period was entered. Action: Begin Leave Period must be past or present. End Leave Period must be past, present or 99/99.
981886	O	"LEAVE PERIOD DOES NOT FALL WITHIN EPH" Condition: Requested a leave period that does not fall within EPH record. Action: Enter a Leave Period that falls within an EPH or process a PAR/PPT to correct the EPH dates, then re-enter the data.
981889	O	"SPECIFY DATA TO BE MODIFIED" Condition: An error was keyed or invalid data was entered. Action: Enter correct data in highlighted field.
981890	O	"(Waiting Period, Non-Standard Rate or Vacation 10-Month) EXISTS BEYOND ESTABLISHMENT PERIOD - CANNOT MODIFY" Condition: Occurs when an Establishment period is being shortened and a Waiting Period, Non Standard rate, or Vacation 10-month period extends beyond the Establishment period. Action: Modify the Waiting period, Non Standard rate, or Vacation 10-month period so that it equals the Establishment Period, then re-enter Establishment Period change.
981895	O	"(Waiting period, Non Standard rate, or Vacation 10-month) NOT WITHIN ESTABLISHMENT PERIOD" Condition: Requested a Waiting Period, Non Standard Rate, or Vacation 10-Month period beyond the Establishment Period. Action: Correct the Waiting Period, Non Standard Rate, or Vacation 10-Month leave periods to fall within the Establishment Period or change the Establishment Period then re-enter the Waiting Period, Non Standard Rate, or Vacation 10-Month change.
981896	O	"(Waiting Period, Non Standard Rate or Vacation 10-Month) ALREADY EXISTS" Condition: Requested Waiting Period, Non Standard Rate or Vacation 10-Month which overlaps an existing period. Action: Modify the Leave Period to eliminate the overlap or add a new period outside of the existing period.
981898	O	"VACATION 10-MONTH OVERLAPS WAITING PERIOD" Condition: Requested a Vac 10-Month period that overlaps a Waiting Period. Action: Correct either the begin or end leave period to eliminate the overlap or modify the existing Waiting Period.
982200	O	"NO RECORDS FOUND" Condition: No messages found for the SSN entered on action line. Action: Correct SSN.
982201	O	"SELECT AN ACTION" Condition: The "Enter" key was pressed without making a selection. Action: Make selection before pressing "Enter" key.
982202	O	"SELECT A PROCESS DATE" Condition: Pressed PF2 (Purge) key without making a selection. Action: Key an "X" next to selected record.
982203	O	"ONLY ONE SELECTION ALLOWED" Condition: Keyed more than one selection. Action: Make only one selection.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982204	O	"INVALID SELECTION" Condition: Requested a character other than "X" in the selection field. Action: Correct the entry to "X".
982205	O	"DATE MUST BE = OR > THAN TODAY'S DATE" Condition: Requested a purge date prior to today's date. Action: Correct the date to be equal to or greater than today's date.
982206	O	"DATE CANNOT BE > THAN TODAY + 30 DAYS" Condition: Requested a purge date greater than today's date plus 30 days. Action: Correct the date to be no greater than 30 days from today's date.
982207	O	"PRINT INITIATED ON PRINTER" Condition: Pressed the PF12 (Print) key which makes a print of the screen and identifies which printer a "print" request is sent.
982208	O	"PRESS "ENTER" TO CONFIRM DELETE OR PF4 TO REFRESH" Condition: Verification of intent to delete message. Action: Press the "Enter" key to finalize delete or press PF4 if message is to be retained.
982209	O	"NO MORE DATA" Condition: Screen displayed is the only page of data. Action: No action necessary.
982211	O	"INVALID RESPONSE" Condition: Pressed undefined PF key. Action: Press valid PF key.
982212	O	"SELECT A TRANS" Condition: Pressed the "Enter" key without placing an "X" in the selection field. Action: Enter an "X" in the selection field.
982213	O	"SELECT AN AGENCY/REPORTING UNIT" Condition: Pressed "Enter" key without selecting an Agency/Reporting Unit. Action: Make selection before pressing "Enter" key.
982214	O	"INVALID DATE" Condition: Entered an invalid date. Action: Enter a valid date.
982215	O	"SSN MUST BE SELECTED" Condition: Pressed "Enter" without entering an "X" on selected entry. Action: Enter an "X" before pressing the "Enter" key.
982400	O	"(Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) END LEAVE PERIOD OVERLAPS WITH NEXT PERIOD" Condition: Requested an Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month period that overlaps another respective Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month period. Action: Correct either the begin or end leave period to eliminate the overlap or modify the existing period.
982402	O	"(Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) END PERIOD MUST BE = OR > THAN BEGIN PERIOD" Condition: Requested an Establishment Period, Waiting Period, Non standard Rate, Vacation 10-Month period, Non Pay, or Temporary Separation begin leave period that is < the end leave period. Action: Correct the begin, end, or both leave periods.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982403	O	<p>"(Waiting Period, Non Standard Rate or Vacation 10-Month) LEAVE PERIOD CANNOT BE FUTURE"</p> <p>Condition: Requested a future leave period.</p> <p>Action: Correct Leave Period.</p>
982406	O	<p>"(Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) BEGIN LEAVE OVERLAPS WITH PRIOR PERIOD"</p> <p>Condition: Leave Period range overlaps with an existing period.</p> <p>Action: Modify existing Leave Periods to eliminate overlap or add a new period outside of existing period.</p>
982411	O	<p>"ONLY PAGE"</p> <p>Condition: No additional data.</p>
982412	O	<p>"DATA INTEGRITY ERROR (Various entries) - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
982413	O	<p>"NO TRANS EXIST FOR MM/YY"</p> <p>Condition: Requested Leave Period does not have any transactions.</p>
982428	O	<p>"WAITING PERIOD OVERLAPS VACATION 10-MONTH"</p> <p>Condition: Requested a Waiting Period that overlaps a Vacation 10-Month period.</p> <p>Action: Correct either the begin or end leave period to eliminate the overlap or modify the existing Vacation 10-Month period.</p>
982445	O	<p>"WAITING PERIOD END DATE MUST BE WITHIN WAITING PERIOD END LEAVE PERIOD"</p> <p>Condition: Waiting Period end date is not within the Waiting Period End Leave Period.</p> <p>Action: Correct end leave period or end leave date.</p>
982448	O	<p>"TABLE (Name) ACCESS ERROR - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
982449	O	<p>"PSN SEQUENCE OUT-OF-SERVICE ON EH"</p> <p>Condition: Position sequence is out-of-service, cannot process any new leave transactions.</p> <p>Action: Correct the position sequence out-of-service condition.</p>
982453	O	<p>"NO STATE SERVICE INITIAL BALANCE - CANNOT RESET"</p> <p>Condition: Attempted to use State Service Out-of-Service Maintenance screen to reset state service, but there is no active initial balance.</p> <p>Action: Key a Begin Balance transaction.</p>
982455	O	<p>"FIELD MUST BE NUMERIC"</p> <p>Condition: Alpha character keyed in a numeric field.</p> <p>Action: Correct entry.</p>
982456	O	<p>"VOID INDICATOR MUST BE "V"</p> <p>Condition: Entered a character other than a "V".</p> <p>Action: Key a "V" in the selection field.</p>
982460	O	<p>"VALID ENTRIES ARE "Y" OR "N"</p> <p>Condition: A character other than "Y" or "N" was keyed in the Leave System Eligible field.</p> <p>Action: Key a "Y" to indicate employee is being designated LSE or enter "N" to designate as NLSE.</p>

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982462	O	"INVALID DATE" Condition: An invalid date was keyed. Action: Key correct date.
982463	O	"NOT AUTHORIZED TO UPDATE FOR THIS AGENCY" Condition: User authorized to update this agency code. Action: Key transaction in correct position/position sequence.
982464	O	"VALID VALUES ARE 01 TO 20" Condition: Entered a Position Sequence greater than 20. Action: Verify Position Sequence Number. Enter valid Position Sequence.
982465	O	"CANNOT REQUEST FUTURE EFFECTIVE DATE" Condition: Entered a calendar date greater than today's date. Action: Correct the effective date or wait until the transaction date is current.
982466	O	"INVALID AGENCY CODE" Condition: Entered an invalid Agency Code. Action: Rekey with correct agency code.
982467	O	"TIME WORKED DAYS AMOUNT MUST BE NUMERIC" Condition: Entered alpha character in a numeric field. Action: Enter correct numeric value.
982468	O	"TIME WORKED HOURS AMOUNT MUST BE NUMERIC" Condition: Entered alpha character in a numeric field. Action: Enter correct numeric value.
982470	O	"PSN SEQUENCE OUT-OF-SERVICE" Condition: Information that depends upon position sequence cannot be displayed due to out-of service condition on Employment History. Action: Verify Employment History. Correct out-of-service condition.
982471	O	"INVALID PSN SEQUENCE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
982472	O	"INVALID PPCID - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
982473	O	"INVALID TIME BASE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
982475	O	"PAYSCALE ACCESS ERROR - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982476	O L O/L	"DUPLICATE FRACT MONTH TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "FRACT MONTH EXISTS" Condition: Fractional month transaction already exists for the position sequence and leave period. Action: Verify fraction month on S52-SS Void Transaction Entry screen. If incorrect, void the existing transaction and enter correct FM transaction using the S50-SS Transaction Entry screen.
982477	O	"DUPLICATE INITIAL BALANCE TRANS FOUND FOR LEAVE PERIOD" Condition: Keyed a Begin Balance transaction in a leave period where a Conversion Balance or Begin Balance transaction already exists. Action: If existing Begin Balance or Conversion Balance transaction is incorrect, void the incorrect transaction using the S52-SS Void Transaction Entry screen, then key a new Begin Balance transaction using the S50-SS Transaction Entry screen.
982478	O L O/L	"DUPLICATE NQLP TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "DUPLICATE NQLP" Condition: Attempted to enter an NQLP transaction when one already exists. Action: Enter correct data.
982479	O L O/L	"FRACT MONTH TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "INCOMPATIBLE EXISTS" Condition: Attempted to enter a NQLP transaction when a fractional month transaction exists for the position sequence. Action: If the employee is entitled to the Fractional Month credit, no action is necessary; or if the employee is not entitled to the Fractional Month credit <ul style="list-style-type: none"> · Void the FM transaction on the S52-SS Void Transaction Entry screen. · Key the NQ transaction. · If appropriate, void leave benefit accruals using the B52-LB Void Transaction Entry screen.
982480	O	"FRACT MONTH AMOUNT WAS SYSTEM GENERATED" Condition: Entered a fractional month amount that doesn't match timebase. Action: No action necessary. System automatically generates the fractional month.
982481	O	"FRACT MONTH AMOUNT MUST BE NUMERIC" Condition: Attempted to enter a character that is not numeric. Action: Enter correct data.
982482	O	"FRACT MONTH TRANS NOT VALID FOR EMPLOYEE" Condition: Keyed a FM transaction for a full time employee. Action: Key a CR transaction for full time employees.
982483	O	"INVALID FRACT MONTH AMOUNT" Condition: Attempted to enter a fractional month carryover > 1.000. Action: Enter correct fractional amount.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982485	O	"INVALID STATE SERVICE TRANS TYPE" Condition: Keyed an invalid transaction type. Action: Key correct transaction type.
982486	O L O/L	"INVALID TRANS DUE TO STATE SERVICE OUT-OF-SERVICE CONDITION", "SS OUT-OF-SERVICE" Condition: Attempted to key a transaction when State Service is out-of- service. Action: Correct the out-of-service condition, then rekey the transaction.
982487	O	"INVALID TRANS TYPE" Condition: Keyed an invalid transaction type. Action: Key a valid transaction.
982488	O L O/L	"NQLP TRANS FOUND FOR LEAVE PERIOD" "NQLP EXISTS IN SEQ" Condition: Keyed a State Service credit for a full time employee and a NQLP transaction is already posted for the leave period. Action: Determine if the State Service credit is valid for the leave period. If valid void the NQLP transaction using the S52-SS Void Transaction Entry screen and key a State Service credit using the S50-SS Transaction Entry screen.
982489	O L O/L	"NQLP TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "INCOMPATIBLE EXISTS" Condition: Attempted to enter an Hours Worked (HW) or Fract Month (FM) transaction when a NQLP trans exists for the position sequence. Action: If the leave period should be Non-qualifying, no action is necessary; or if the employee is entitled to hours worked or fractional month credit toward State Service credit: · Void the NQ transaction on the S52-SS Trans Entry screen. · Key the HW or FM transaction. · If appropriate, void accrued benefits using the B52-LB Void Transaction Entry screen.
982491	O	"STATE SERVICE CREDIT AMOUNT MUST BE NUMERIC" Condition: Keyed a character that is not numeric. Action: Enter correct data.
982493	O L O/L	"STATE SERVICE CREDIT TRANS FOUND FOR LEAVE PERIOD" "INCOMPATIBLE EXISTS" Condition: Attempted to enter a NQLP transaction when a State Service credit already exists. Action: Verify State Service on S52-SS Transaction Entry screen. If leave period should be NQLP, void the Credit transaction and key the NQ transaction using the S50-SS Transaction Entry screen.
982494	O	"STATE SERVICE CREDIT AMOUNT WAS SYSTEM GENERATED" Condition: Entered an amount other than "1" for a State service credit. Action: No action necessary.
982495	O	"TRANS PRIOR TO ACTIVE HISTORY - CANNOT UPDATE" Condition: Effective date prior to active history. Action: Verify Leave Period.
982496	O	"(Various entries) IS REQUIRED" Condition: All of the required data for this transaction was not entered. Action: Enter the required data.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982497	O	"REQUESTED PSN SEQUENCE DOES NOT EXIST FOR EMPLOYEE" Condition: Position sequence requested does not exist for employee. Action: Correct the position sequence.
982499	O	"EMPLOYEE MAY NOT HAVE DUPLICATE NON WORK MONTHS" Condition: Keyed duplicate non work months. Action: Correct the entry.
989002	O/L	"ENTER AN AMOUNT" Condition: Amount not entered for transaction. Action: Enter the amount for the transaction.
989004	O L	"BENEFIT CAN NO LONGER ACCRUE CREDITS" "CAN NO LONGER ACCRUE" Condition: Attempted to enter or leave processing attempted to generate, an accrue transaction for Sick Leave when an employee is established in Annual Leave. Action: This transaction for Sick Leave cannot be posted. Determine if the transaction is for Annual Leave and key, if applicable, on the B50-LB Transaction Entry screen.
989005	O L O/L	"NON PAYROLL STATUS - BENEFIT CANNOT ACCRUE CREDITS" "NON PAYROLL STATUS" Condition: Attempted to post accrual/bonus transaction while employee is on Non-Payroll Status. Action: If employee is entitled to accrual, key transaction on the B50-LB Transaction Entry screen.
989006	O L O/L	"NON WORK STATUS - BENEFIT CANNOT ACCRUE CREDITS" "NON WORK STATUS" Condition: Attempted to post accrual/bonus transaction while employee is on Non-Work Status. Action: If employee is entitled to accrual, key transaction on the B50-LB Transaction Entry screen.
989007	O L O/L	"ESTABLISH BENEFIT PRIOR TO ENTERING TRANS" "ESTABLISH BENEFIT" Condition: A leave benefit transaction was keyed for an accrued benefit that has not been established. Action: Establish the leave benefit using the B66-LB Add or B68-LB Establishment Period Maintenance screens.
989009	O L O/L	"BONUS AND ACCRUE NOT ALLOWED DURING SAME LEAVE PERIOD" "TRANS TYPE CONFLICT" Condition: Attempted to post an accrual transaction for an employee who has a bonus transaction posted for the Leave Period or attempted to post a bonus transaction for an employee who has an accrual transaction posted. Action: Verify employee's record and make corrections as needed.
989010	O L O/L	"CANNOT ACCRUE BASED ON STATE SERVICE INFORMATION" "NO STATE SERVICE" Condition: An accrual/bonus transaction was keyed, but a State Service credit or fractional month transaction does not exist. Action: Key State Service Credit or Fractional Month using the S50-SS Transaction Entry screen prior to posting accrual/bonus transactions.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989011	O L O/L	"CANNOT ADD TRANS OUTSIDE OF AN ESTABLISHMENT PERIOD" "OUTSIDE ESTABLISHMENT PERIOD" Condition: Requested a transaction for a leave period that is outside of the benefit establishment period. Action: Correct leave period or correct benefit establishment period using the B68-LB Establishment Period Maintenance screen.
989012	O L O/L	"MUST END ESTABLISHMENT PERIOD PRIOR TO ENTERING LUMP SUM", "END THE ESTABLISHMENT PERIOD" Condition: PAR/PPT transaction separating employee has not processed to end benefit establishment period. Action: Wait for separation PAR/PPT to process, then key Lump Sum transactions.
989013	O/L	"DUPLICATE TRANS" Condition: Requested a transaction that already exists for the Position Sequence, Position Number and Leave Period. Action: Verify transaction on inquiry screen.
989014	O	"TRANSFER SSN FIELD MUST BE BLANK" Condition: Keyed SSN in the Transfer SSN field for a transaction that does not require SSN. Action: Erase the SSN from the transfer SSN field.
989015	O	"ENTER SSN FOR TRANSFER TRANS" Condition: Transaction requires SSN information in Transfer SSN field. Action: Key SSN.
989016	O L O/L	"EMPLOYEE OUT-OF-SERVICE ON EH" "EE OUT-OF-SERVICE ON EH" Condition: Cannot key LAS trans. when EH is out-of-service. Action: Correct the employee's EH, then rekey LAS transactions.
989017	O	"ERROR OCCURRED ACCESSING CIVIL SERVICE PAYSCALES - CONTACT SCO" Condition: System unable to obtain the Civil Service Payscale. Action: Contact Leave Accounting Liaison.
989018	O	"ERROR OCCURRED ACCESSING CSU PAYSCALES - CONTACT SCO" Condition: System unable to obtain the CSU Payscale. Action: Contact Leave Accounting Liaison.
989019	O	"ERROR OCCURRED ACCESSING PREMIUM TABLE - CONTACT SCO" Condition: Table found with no entries. Action: Contact Leave Accounting Liaison.
989020	O	"ERROR OCCURRED ACCESSING VACATION 10-MONTH TABLE - CONTACT SCO" Condition: Vacation-10 Month Table was found without an entry. Action: Contact Leave Accounting Liaison.
989021	O L O/L	"TRANS AMOUNT EXCEEDS AVAILABLE BALANCE" "AMOUNT EXCEEDS BALANCE" Condition: A debit trans. was keyed for an amount greater than the Leave Period benefit balance. Action: Verify employee's benefit balances and key appropriate transactions.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989022	O	'INVALID BENEFIT ENTERED ON TRANSFER TRANS' Condition: Data keyed in LB (Leave Benefit) field is incorrect. Action: Rekey transaction with the correct benefit information.
989023	O/L L O/L	"INVALID EMPLOYEE DBKEY -CONTACT SCO" "INVALID EMPLOYEE DBKEY -CONTACT SCO" Condition: System unable to obtain the employee using the passed DBkey. Action: Contact Leave Accounting Liaison.
989024	O L O/L	"INVALID EMPLOYEE PSN HISTORY DBKEY - CONTACT SCO" Condition: System unable to obtain the position history using the passed DBkey. Action: Contact Leave Accounting Liaison.
989025	O	"INVALID BENEFIT (STATE) DBKEY - CONTACT SCO" Condition: System unable to obtain the leave benefit (State) using the passed Dbkey. Action: Contact Leave Accounting Liaison.
989026	O	"INVALID BENEFIT KEY - CONTACT SCO" Condition: System unable to obtain the leave benefit using the passed Dbkey. Action: Contact Leave Accounting Liaison.
989027	O	"INVALID PSN SEQUENCE DBKEY - CONTACT SCO" Condition: System unable to obtain the position sequence using the passed Dbkey. Action: Contact Leave Accounting Liaison.
989028	O	"TRANSFER BENEFIT AMOUNT MUST = AVAILABLE END BALANCE"
989029	O L O/L	"INVALID BENEFIT AND/OR TRANS CODE" "INVALID BENEFIT/TRAN" Condition: Requested a transaction with incompatible leave benefit or transaction code. Action: Enter valid transaction code.
989030	O/L	"INVALID TRANS TYPE" Condition: Keyed a transaction an invalid transaction code. Action: Enter valid transaction code.
989031	O	"CANNOT" TRANSFER TO "BENEFIT ENTERED" Condition: Requested a "transfer to" leave benefit transaction but leave benefit cannot be transferred. Action: Enter a valid leave benefit that will accept transfer transaction.
989033	O	"TRANSFER BENEFIT FIELD MUST BE BLANK" Condition: Keyed a leave benefit in the Transfer Info, LB field. Action: Remove data in LB field.
989034	O	"ENTER BENEFIT FOR TRANSFER TRANS" Condition: Requested transfer transaction requires leave benefit. Action: Enter appropriate leave benefit.
989035	O L O/L	"BENEFIT IS OUT-OF-SERVICE -CANNOT PROCESS TRANS" "BENEFIT OUT-OF-SERVICE" Condition: Attempted to enter a transaction for a benefit that is out-of-service. Action: Correct out-of-service condition , then rekey transaction.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989037	O	"CANNOT ENTER A NEGATIVE AMOUNT"
	L	"CANNOT ENTER NEGATIVE AMOUNT"
	O/L	Condition: Keyed a minus sign (-). Action: Remove minus sign.
989038	O	"NEGATIVE BALANCE NOT ALLOWED"
	L	"NEGATIVE BALANCE NOT ALLOWED"
	O/L	Condition: Debit transaction keyed which would result in a negative balance. Action: Cannot key this transaction. Verify employees benefit records.
989039	O	"NO ACCRUAL RATE FOUND IN PSN HISTORY - CONTACT SCO"
	L	"NO ACCRUAL RATE"
	O/L	Condition: Attempted to generate an accrual/bonus transaction, however, there was no accrual rate found on the table for the employee position history record. Action: Contact Leave Accounting Liaison.
989040	O	"CTO FLSA "INITIAL BALANCE" TRANS EXISTS FOR LEAVE PERIOD"
	L	"DUPLICATE CTO FLSA BALANCE"
	O/L	Condition: Entered a Begin Balance FLSA, Conv Balance FLSA, or Balance Forward FLSA when one already exists for leave period. Action: Verify data on B52-LB Void Transaction Entry screen. If incorrect void the transaction, then key new transaction on the B50-LB Transaction Entry screen.
989041	O	"CTO REGULAR INITIAL BALANCE TRANS EXISTS FOR LEAVE PERIOD"
	L	"DUPLICATE CTO REGULAR BALANCE"
	O/L	Condition: Keyed a Begin or Balance Forward transaction in a leave period where a Conversion Balance, Begin Balance or Balance Forward transaction already exists. Action: If existing Begin, Conversion, or Balance Forward transaction is incorrect, void the incorrect transaction using the S52-SS Void Transaction Entry screen, then key a new transaction using the B50-LB Transaction Entry screen.
989042	O	"INITIAL BALANCE TRANS EXIST FOR LEAVE PERIOD"
	L	"DUPLICATE INITIAL BALANCE"
	O/L	Condition: Requested a Begin or Balance Forward transaction in a leave period where a Conversion Balance, Begin Balance or Balance Forward transaction already exists. Action: If existing Begin, Conversion, or Balance Forward transaction is the incorrect, void the incorrect transaction using the S52-SS Void Transaction Entry screen, then key a new transaction using the B50-LB Transaction Entry screen.
989043	O	"INVALID TRANS - SERVING A WAITING PERIOD"
	L	"SERVING WAITING PERIOD"
	O/L	Condition: Attempted to post an accrual transaction for an employee on a Waiting Period. Action: Post a Bonus transaction using the B50-LB transaction Entry screen.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989044	O	"ESTABLISHMENT PERIOD NOT FOUND - CONTACT SCO" Condition: Entered an accrual/bonus transaction, however, the establishment period was not found for the leave period. Action: Contact Leave Accounting Liaison.
989045	O L O/L	"INITIAL TOTAL TRANS EXIST FOR LEAVE PERIOD" "DUPLICATE INITIAL TOTAL" Condition: Requested a Begin or Total Forward transaction in a leave period where a Conversion Total, Begin Total or Total Forward transaction already exists. Action: If existing Begin, Conversion, or Total Forward transaction is incorrect, void the incorrect transaction using the S52-SS Void Transaction Entry screen, then key a new Total transaction using the B50-LB Transaction entry screen.
989046	O L	"CANNOT ENTER A ZERO FOR THIS TRANS" "CANNOT ENTER ZERO" Condition: Attempted to enter a zero in the amount field for a transaction that does not allow zero. Action: Enter the correct amount.
989047	O L O/L	"PSN SEQUENCE OUT-OF-SERVICE ON EH" "PSN SEQUENCE OUT-OF-SERVICE" Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key State Service and leave benefit accruals using the S50-SS Transaction Entry screen and B50-LB Transaction Entry screen.
989048	O	"ENTER CBID FOR TRANSFER TO RTB TRANS" Condition: Attempted to update transaction without TIMEBANK information. Action: Enter CBID information in the TIMEBANK field.
989049	O	"TRANSFER TO RTB CBID FIELD MUST BE BLANK" Condition: Requested a transaction with TRANSFER INFO-TIMEBANK field completed and the field should be blank for the transaction requested. Action: Verify the transaction code; if incorrect, key the correct transaction code. If transaction code is correct, erase data keyed in the TIMEBANK field.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989050	O L O/L	"STATE SERVICE OUT-OF-SERVICE" "STATE SERVICE OUT-OF-SERVICE" Condition: Keyed or leave processing attempted to generate an accrual/bonus transaction for a leave period when State Service is out-of-service. Action: Correct State Service out-of-service condition, then key transaction using the B50-LB Transaction Entry screen.
989051	L	"EE ON TEMP SEP" Condition: The employee is on a Temporary Separation. <ul style="list-style-type: none"> For Roll Codes 1 and 2 (negative attendance), Roll Code 7 (hourly paid bi-weekly), Roll Code 8 (monthly paid semi-monthly), state service and leave benefit accruals will not be automatically generated. For intermittent Roll Codes 3, 4, 5, & 6, Time Worked transactions for state service will be automatically generated when payments identified as a "SELECTED PAYMENT" are issued. Leave benefit accruals WILL NOT be automatically posted. Action: Verify if the employee is entitled to state service and leave benefit accruals: <ul style="list-style-type: none"> If the employee is not entitled to state service or leave benefit accruals, no action is necessary. If the employee is entitled to State Service, key the appropriate State Service transaction on the S50-SS Transaction Entry screen. Verify the dates on the P64-LB Non-Accrual Maintenance screen. Post leave benefit accruals, if applicable, using B50-LB Transaction Entry screen.
989053	O L O/L	"TRANS LEAVE PERIOD MUST = ESTABLISHMENT PERIOD END LEAVE PERIOD" "END LEAVE PERIOD CONFLICT" Condition: Requested a Lump Sum transaction for an accrued benefit with a leave period other than the benefit End Leave Period. Action: Lump sum transactions can not be keyed for an accrued benefit with a Leave Period beyond the establishment period of the benefit. Refer to EXAMPLES "PAR/PPT Separation Procedures".
989054	O L O/L	"INVALID TRANS - SERVING A WAITING PERIOD" "SERVING WAITING PERIOD" Condition: A leave benefit transaction was keyed which is not allowed while serving a waiting period (e.g., use transaction). Action: Cannot key accrual transactions (transaction code 10) when the employee is serving a waiting period; key a Bonus Transaction Code 28 using the B50-LB Transaction Entry screen. Cannot key usage or miscellaneous debit transaction while the employee is on a waiting period. Key the debit transaction using a different Leave Benefit as appropriate.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989055	O L O/L	"TRANS LEAVE PERIOD NOT WITHIN ACTIVE LEAVE PERIOD" "LEAVE PERIOD NOT ACTIVE" Condition: Attempted to key a transaction for a Leave Period that is not within the employee's active LAS history. Action: Request correct Leave Period.
989056	O/L	"INVALID TRANS CODE" Condition: Requested an invalid transaction code. Action: Key correct transaction code.
989057	O	"CANNOT TRANSFER TO THIS BENEFIT" Condition: Transferred V-time to a leave benefit that cannot receive benefit. Action: Enter a valid transfer leave benefit.
989060	O	"USE "TRANSFER TO/FROM BENEFIT" TRANS CODE"
989061	L	"CANNOT VOID TRANS" Condition: Attempted to void a transaction using a process other than on-line. Action: Void transaction on-line using a S52-SS or B52-LB Void Transaction Entry screen. Modify the establishment period for Vacation as appropriate.
989062	O	"PREVIOUS TRANS AMOUNT SYSTEM GENERATED" Condition: Entered an amount in the amount field for a transaction where the amount is system generated.
989064	O	"CANNOT MODIFY, ESTABLISHMENT PERIOD OVERLAPS VACATION" Condition: Attempted to modify the establishment period where Annual Leave is established. Action: Modify the establishment period for Annual Leave as appropriate.
989065	O	"CANNOT MODIFY, ESTABLISHMENT PERIOD OVERLAPS ANNUAL" Condition: Attempting to modify the establishment period where Vacation is established. Action: Modify the establishment period for Annual Leave as appropriate.
989066	O	"INVALID D1041 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989067	O	"PROGRAM LOGIC ERROR - CANNOT PROCESS UPDATE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989068	O	"IDMS ERROR OCCURRED - UPDATE CANCELED - CONTACT SCO" Action: Contact Leave Accounting Liaison.
989069	O	"MUST ESTABLISH SICK LEAVE PRIOR OR EQUAL TO ANNUAL LEAVE" Condition: Sick Leave establishment begin leave period is greater than the Annual Leave establishment begin leave period. Action: Correct the Sick Leave establishment begin leave period.
989070	O	"CANNOT ADD, ESTABLISHMENT PERIOD OVERLAPS ANNUAL LEAVE" Condition: Vacation establishment leave period overlaps with Annual Leave. Action: Correct the Vacation establishment leave period begin or end leave period(s) to less than the Annual Leave begin leave period.

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MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989071	O	"INVALID CBID DESIGNATION" Condition: Entered a "Transfer to Release Time Bank" with the Transfer Time Bank not equal to valid designation. Action: Enter a valid designation (i.e., R, S, M, U, C, E).
989072	O	"INVALID CBID UNIT" Condition: Requested invalid CBID information in the TRANSFER INFO - TIMEBANK field. Action: Enter a valid unit (i.e., 01-21, 88, 89, 97, 98, 99).
989085	L	"SS OUT-OF-SERVICE" Condition: State Service is out-of-service for one of the following reasons: 1. Most current Begin or Conversion Balance transaction was voided or employee does not have a Conversion or Begin Balance transaction. 2. Employee is not system eligible. Action: Set State Service back in service by: 1. Key a new Begin Balance transaction. 2. If the employee is not system eligible, no action is necessary.
989087	O L O/L	"A DUPLICATE STATE SERVICE CREDIT FOUND FOR LP" "DUPLICATE SS TRANS EXISTS" Condition: Requested a State Service Credit in a Leave Period where a credit already exists.
989088	O L O/L	"NQLP TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "NQLP EXISTS FOR SEQ" Condition: Non-qualifying Leave Period (NQLP) transaction exists for the Leave Period and Position Sequence. Action: If Leave Period is non-qualifying, no action is necessary. If employee is entitled to State Service and accrued benefit, post transactions on-line.
989090	L	"INVALID TB FOR TRANS" Condition: System error. Action: Contact Leave Accounting Liaison.
989092	L	"FRACT MONTH EXISTS" Condition: A NQLP transaction was processed through Employment History, however, a Fractional Month transaction has already exists for the Position Sequence. Action: If leave period is non-qualifying, void the fract month transaction using the S52-SS Void Transaction Entry screen. If employee is entitled to the Fract Month, no action is necessary.
989111	L	"EARN ID NOT FOUND" Condition: Problem with Earnings ID table. Action: Verify Earnings ID. If correct, contact Leave Accounting Liaison.

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MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989112	L	"WRONG SCREEN USED" Condition: Earnings ID keyed on PIP was requested on the wrong screen (i.e., TA, DCK or MIS). Action: Rekey the request on the correct PIP screen.
989113	L	"INVALID PAY PERIOD" Condition: Pay requested on PIP with a pay period not maintained on EH or the Payroll System. Action: Verify the pay period: <ol style="list-style-type: none"> 1. If the pay period is incorrect, rekey the payment request using the correct pay period. 2. If the pay period is correct, submit the payment request to the State Controller's Office per instruction in the Payroll Procedures Manual.
989114	L	"NO PREMIUM PAY RECORD" Condition: Problem with Premium Pay table. Action: Contact Leave Accounting Liaison.
989115	L	"EH RECORD NOT FOUND" Condition: An EH record with a matching SSN, employee name, and position number could not be found for the requested pay period. Action: Verify information on pay request matches EH information. <ol style="list-style-type: none"> 1. If transaction is incorrect, rekey the transaction. 2. If EH is incorrect, update EH and rekey the pay transaction on PIP.
989116	L	"NO PAYSACLE RECORD" Condition: Problem with Payscales. Action: Contact Leave Accounting Liaison.
989117	L	"DAYS & HOURS ENTERED" Condition: Transaction requested with both days and hours should be only days or only hours. Action: Rekey the transaction on PIP with only days or only hours.
989118	L	"CONTACT SCO" Condition: Problem with transaction requested. Action: Verify the information keyed on the transaction is correct: <ol style="list-style-type: none"> 1. If incorrect rekey the transaction. 2. If correct, contact Leave Accounting Liaison.
989119	L	"INVALID TABLE ENTRY" Condition: Problem with PIP table. Action: Contact Leave Accounting Liaison.
989122	L	"EE OUT-OF-SERVICE" Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key state service and leave benefit accruals using the S50-SS Transaction Entry screen and B50-LB Transaction Entry screen.

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MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989123	L	"PSN SEQ OUT-OF-SVC" Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key state service and leave benefit accruals using the S50-SS Transaction Entry screen and the B50-LB Transaction Entry screen.
989124	L	"NQLP EXISTS IN SEQ" Condition: Keyed a State Service Credit for a full time employee and a NQLP transaction is already posted for the leave period. Action: Determine if the State Service Credit is valid for the leave period. If valid, void the NQLP transaction using the S52-SS Void Transaction Entry screen and key state service and leave benefit accruals using the S50-SS Transaction Entry screen and the B50-LB Transaction Entry screen.
989125	L	"EE ON TEMP SEP" Condition: The employee is on a Temporary Separation. <ul style="list-style-type: none"> For the Roll Code 1 and 2 (negative attendance), Roll Code 7 (hourly paid Bi-weekly), and Roll Code 8 (monthly paid semi-monthly) state service and leave benefit accruals will not be automatically generated. Action: Verify if the employee is entitled to State Service and leave benefit accruals: <ul style="list-style-type: none"> If the employee is not entitled to state service or leave benefit accruals, no action is necessary. If the employee is entitled to State Service key the appropriate State Service transaction using the S50-SS Transaction Entry screen. Post leave benefit accruals, if applicable, using the B50-LB Transaction Entry screen. Verify that the P64-LB Non-Accrual Maintenance screen has correct information.
989126	L	"CANNOT DETERMINE QEP" Condition: The system is unable to determine qualifying employee position based on Employee Position History (EPH) records. Action: If the employee is entitled to state service and leave benefit accruals, key the transactions using the S50-SS Transaction Entry screen and the B50-LB Transaction Entry screen.
989127	O	"ERROR ACCESSING STATE TABLE - CONTACT SCO" Condition: Problem with a system table. Action: Contact Leave Accounting Liaison.
989128	O	"CSU CALENDAR ACCESS FAILED -CONTACT SCO" Condition: System unable to access Civil Service calendar. Action: Contact Leave Accounting Liaison.
989130	O L O/L	"FUTURE TRANS NOT ALLOWED", "FUTURE TRANS" Condition: Attempted to enter a transaction for a future leave period. Action: Cannot key transactions for future leave periods.
989131	O	"BENEFIT (STATE) NOT FOUND - CONTACT SCO" Condition: Problem with table. Action: Contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989132	O	"INVALID ESTABLISHMENT PERIOD DBKEY PASSED - CONTACT SCO" Condition: Problem with Dbkey. Action: Contact Leave Accounting Liaison.
989133	L	"PSN SEQ OUT-OF-SERVICE" Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key state service and leave benefit transaction as needed.
989134	L	"NOT AUTH TO SUBMIT" Condition: Agency Code on designation transaction is not authorized for the department/campus keying the transaction. Action: Verify the position number and Position Sequence number on the LMS Batch Message Inquiry (right side) screen. If the Position Sequence is incorrect, key a designation on the P62-LV System Eligibility Maintenance with the correct Position Sequence.
989135	L	"EE NOT ON EH" Condition: SSN on the transaction was not found on EH. Action: PAR/PPT must exist for employee prior to keying LAS transactions. Verify and correct SSN.
989136	L	"PSN SEQ EXISTS" Condition: Attempted to add a second Position Sequence to LAS. Action: Verify Position Sequence on the transaction: <ol style="list-style-type: none"> 1. If Position Sequence was incorrect, rekey the transaction. 2. If the Position Sequence on LAS is incorrect contact Liaison.
989139	L	"PSN SEQ NOT ON EH" Condition: The Position Sequence on the transaction is not active on EH. Action: Verify Position Sequence on the transaction: <ol style="list-style-type: none"> 1. If Position Sequence was incorrect, rekey the transaction. 2. If the Position Sequence is correct, update EH, then rekey.
989140	L	"EE LSE ON EFF DATE" Condition: Employee is already LSE on the system. Action: Verify the P18-Employee Position History screen. If the employee is established incorrectly on LAS contact Leave Liaison.
989141	L	"EE NLSE ON EFF DATE" Condition: Employee is already NLSE on the system. Action: Verify the P18-Employee Position History screen. If the employee is established incorrectly on LAS contact Leave Accounting Liaison.

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MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989143	L	"PRIOR TO LSE DESIGNATION" Condition: An EH transaction was processed for an employee who was previously designated NLSE. The effective date of the EH transaction is prior to the NLSE designation. Because LAS does not maintain a history of designation transactions, Employee Position History (EPH) records may be generated for the period that the employee should be NLSE. Action: Verify the employee's EPH records using the P18-Employee Position History screen. If there is a period of time that the employee should be NLSE, the NLSE designation transaction may be keyed using the P62-Leave System Eligibility Maintenance screen.
989145	L	"PRIOR TO CONVERSION" Condition: An EH transaction was processed for an employee who was previously designated NLSE. The effective date of the EH transaction is prior to the NLSE designation. Because LAS does not maintain a history of designation transactions, Employee Position History (EPH) records may be generated for the period that the employee should be NLSE. Action: Verify the employee's EPH records using the P18-Employee Position History screen. If there is a period of time that the employee should be NLSE, the NLSE designation transaction may be keyed using the P62-Leave System Eligibility Maintenance screen.
989146	L	"VERIFY EE STATUS" Condition: When a CSU miscellaneous change transaction is processed by LAS, the system will check six months of EH to identify if the employee is active or separated. If there is not a separation EH transaction within six months, LAS will assume the employee is active and build an Employee Position History (EPH) transaction based on the miscellaneous EH transaction. Action: If the employee is separated, process a NLSE designation transaction using the P62-Leave System Eligibility screen.
989147	L	"SSN EXISTED ON BACKUP" Condition: SCO message. Action: No action necessary.
989148	L	"INVALID SSN" Condition: SCO message Action: No action necessary.
989149	L	"EMPLOYEE NOT ON LAS" Condition: SCO message. Action: No action necessary.
989150	L	"EE OUT-OF-SERVICE ON EH" Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key the designation transaction using the P62-Leave System Eligibility screen.

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MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989151	L	"NOT ELIGIBLE FOR CLAS" Condition: A designation transaction was keyed for a Position Sequence with a Student Assistant position number. Student Assistant positions are not eligible to be on LAS. Action: Verify the Position Sequence keyed. If incorrect, rekey the designation transaction with the correct Position Sequence.
989152	L	"EE ALREADY ON LASDB" Condition: SCO message. Action: No action necessary.
989176	L	"CANNOT DETERMINE QEP" Condition: More than one CSU academic position has been found. The system is unable to determine qualifying employee position (QEP). Action: Determine the QEP and update LAS using the on-line screens.
989177	L	"INCOMPATIBLE EPH" Condition: Employee has a academic and non-academic position in the same leave period. The system cannot determine the qualifying employee position (QEP). Action: Determine the QEP and update LAS using the on-line screens.
989178	L	"INCOMPATIBLE EPH" Condition: Employee has a DPA Exempt and non-academic position in the same leave period. The system cannot determine the qualifying employee position (QEP). Action: Determine the QEP and update LAS using the on-line screens.
989179	L	"TIMEBASE NOT NUMERIC" Condition: Timebase for a fractional position is not numeric. Action: Verify EH transactions.
989180	L	"ERROR ACCESSING CIVIL SERVICE AND CAMPUS CALENDARS - CONTACT SCO" Condition: Unable to access system calendar. Action: Contact Leave Accounting Liaison.
989181	L	"ERROR ACCESSING CONTROL RECORD - CONTACT SCO" Condition: Unable to access control record. Action: Contact Leave Accounting Liaison.
989182	O/L	"ACCRUAL RATE IS < 0" Condition: Attempted to enter an accrual/bonus for an employee who has Vacation -10 Month adjustment and result is less than zero. Action: Contact Leave Accounting Liaison.
989183	O	"CANNOT ESTABLISH VACATION OR SICK LEAVE PRIOR TO ANNUAL LEAVE" Condition: Attempted to establish Vacation or Sick Leave where Annual Leave is established. Action: Modify the establishment period for Annual as appropriate.
989184	O	"CANNOT ESTABLISH ANNUAL LEAVE PRIOR TO VACATION OR SICK LEAVE" Condition: Attempted to enter an AL Establishment Leave Period that is less than the VA or SL establishment Begin Leave Period. Action: Correct the Annual Leave Establishment Begin Leave Period.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989185	O	"CANNOT ESTABLISH ANNUAL LEAVE DURING A CLOSED VACATION ESTABLISHMENT PERIOD" Condition: Attempted to enter an Annual Leave Establishment Leave Period during a leave period where Vacation was established. Action: Correct the Annual Leave Establishment Begin Leave Period.
989186	O	"ERROR TRYING TO END VACATION WHEN ESTABLISHMENT ANNUAL LEAVE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989187	O	"ERROR PERFORMING BENEFIT TRANSFER WHEN ESTABLISHMENT ANNUAL LEAVE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989188	O	"MUST ESTABLISH (Vacation or Sick Leave) (Prior or Equal) TO ANNUAL LEAVE" Condition: Entered a Vacation or Sick Leave Establishment Period greater or equal to the Annual Leave Establishment Begin Leave Period. Action: Verify Establishment periods for benefits. <ol style="list-style-type: none"> 1. Correct the VA or SL Establishment Begin Leave Period using the B68-LB Establishment Period Maintenance screen. 2. If establishment period of Annual is incorrect make corrections to establishment period as needed..
989189	O	"ERROR IN BENEFIT TABLE ACCESS PROGRAM - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989190	O	"ERROR FOUND IN END BENEFIT PROGRAM - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989191	O	"ERROR FOUND IN LBAT POST PROGRAM - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989192	O	"ERROR FOUND IN AGENCY PARTICIPATION ACCESS PROGRAM - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989193	O	"BENEFIT NOT FOUND ON TABLE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989194	O	"AGENCY NOT FOUND ON AGENCY PARTICIPATION TABLE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989196	O L O/L	"SSN ALREADY EXISTS - NO ACTIVE PSN HISTORY EXISTS" "SSN EXISTS NO PSN" Condition: Enter incorrect data. Action: Submit transaction with correct data.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989197	L	"SSN MUST BE NUMERIC" Condition: Attempted to enter a alpha character in a numeric field. Action: Key the transaction on-line with correct data.
989198	L	"NAME MUST BE ALPHA" Condition: Attempted to enter a name with a non-alpha character. Action: Key transaction on-line.
989199	L	"PSN MUST BE NUMERIC" Condition: Attempted to enter a alpha character in a numeric field. Action: Key the transaction on-line with correct data.
989200	L	"INVALID LEAVE PERIOD" Condition: Attempted to enter a alpha character in a numeric field. Action: Key the transaction on-line with correct data.
989201	O	"VACATION EXISTS - PLEASE CONTACT SCO" Condition: Attempted to establish annual leave with the same begin leave period as vacation. Action: Contact Leave Accounting Liaison.
989202	L	"INVALID BENEFIT ID" Condition: Attempted to enter a non-alpha character. Action: Key transaction on-line.
989203	L	"INVALID PPCID" Condition: The PPCID is not valid for the agency code or the PPCID on the transaction is not valid on the PPCID table. Action: Key transaction on-line. If the system does accept the transaction, contact the Leave Accounting Liaison.
989205	L	"INVALID ORIGIN CODE" Condition: Origin code error. Action: Key transaction on-line.
989206	L	"INVALID BATCH ID" Condition: Batch ID error. Action: Key transaction on-line.
989208	L	"INVALID EARNINGS ID" Condition: Earnings ID not found on the Earnings ID Characteristic Table. Action: Key transaction on-line.
989210	L	"INVALID TRANS CODE" Condition: Attempted to enter an invalid transaction code. Action: Verify desired transaction code and key the transaction on-line.
989211	L	"INVALID D1037 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989212	L	"INVALID D1040 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989213	L	"INVALID D1047 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989214	L	"INVALID D1048 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989223	O	"ERROR FOUND IN LBAT AUDIT PROGRAM - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.

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 Message Listing (cont. 27)
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MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989224	O	"LINKAGE ERROR - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989292	L	"EE NOT ON LAS" Condition: SSN on transaction not found on LAS. Action: Verify SSN. Process the employee's EH transaction, they key LAS transactions on the following day.
989293	L	"NO EPH" Condition: Position number on the transaction does not match the EPH record for the leave period. Action: 1. If position number on the transaction is incorrect, rekey the transaction on CLAS. 2. If EPH position number is incorrect, process EH transaction, then key the LAS transaction on the following day.
989294	L	"AMOUNT NOT NUMERIC" Condition: Amount entered on the transaction was not numeric. Action: Correct the field to numeric characters only.
989297	O L O/L	"PH NOT SCHEDULED FOR ACCRUAL - CANNOT ACCRUE" "PH NOT SCHEDULED" Condition: Benefit is not scheduled to accrue. Action: Verify benefit status.
989298	O L O/L	"CANNOT LUMP SUM ZERO BALANCE" "BENEFIT HAS ZERO BAL" Condition: Lump sum transaction keyed for a benefit with zero balance. Action: Verify benefit for correct balance and take corrective action if needed.
989299	O L O/L	"CANNOT LUMP SUM NEGATIVE BALANCE" "BENEFIT HAS NEGATIVE BALANCE" Condition: Lump sum transaction keyed for a benefit with negative balance. Action: Verify benefit for correct balance and take corrective action if needed.
989450	O L O/L	"INVALID ORG CODE - CONTACT SCO" "SYSTEM ERROR" Condition: A State Service transaction has been entered or processed and has been attached to an invalid origin code. Action: This is a system error. Contact the Leave Accounting Liaison.
989451	O	"DAYS WORKED TRANS NOT VALID FOR EE" Condition: Attempted to enter Days Worked (DW) transaction for an ee who does not have a Roll Code 5 (daily, paid monthly) EPH record. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.
989453	O L O/L	"NQLP NOT VALID FOR EE" "NQLP INVALID FOR EE" Condition: Attempted to enter an NQLP for an ee whose timebase is int. Action: No action necessary.

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MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989454	O	"TIMEBASE ADJUST - HOURS TRANS NOT VALID FOR EE" Condition: Attempted to enter Timebase Adjustment for days or hours in a leave Period for an ee who does not have an intermittent EPH. Action: Contact the Leave Accounting Liaison.
989455	O	"BALANCE ADJUST TRANS NOT VALID FOR EE" Condition: Attempted to enter a Balance Adjust-days or Hours trans for an ee who does not have an intermittent EPH for the Leave Period. Action: Enter the correct transaction or verify EPH records using the P18-Employee History Inquiry screen.
989456	O	"CALENDAR ACCESS ERROR - CONTACT SCO" Condition: System error. Action: Contact the Leave Accounting Liaison.
989457	O	"INVALID HOURS AMOUNT FOR CARRYOVER" Condition: Attempted to enter a Begin Balance transaction with a carryover amount equal to or greater than 160 hours. Action: Begin a Begin Balance transaction, increasing state Service Credits by one and reducing carryover hours by 160 hours.
989458	O	"INVALID DAYS AMOUNT FOR CARRYOVER" Condition: Attempted to enter a Begin Balance transaction with 20 days or more carryover. Action: Key a Begin Balance transaction, increasing state Service Credits by one and reducing carryover days by 20 days.
989459	O	"DAYS AMOUNT MUST BE GREATER THAN OR EQUAL TO 0" Condition: Attempted to enter a days amount less than 0. Action: Contact the Leave Accounting Liaison.
989460	O	"HOURS AMOUNT MUST BE GREATER THAN OR EQUAL TO 0" Condition: Attempted to enter a hours amount less than 0. Action: Contact the Leave Accounting Liaison.
989461	O	"STATE SERVICE TRANSACTION ERROR - CONTACT SCO" Condition: State Service transaction exists, but the corresponding leave period does not. Action: Contact the Leave Accounting Liaison.
989462	O	"RULE INDICATOR NOT FOUND - CONTACT SCO" Condition: System is unable to located rule indicator on table. Action: Contact the Leave Accounting Liaison.
989463	O L O/L	"DUPLICATE HOURS WRK TRANS FOUND FOR LEAVE PERIOD AND PSN SEQ", "DUP HW FOUND FOR LP" Condition: Attempted to enter a duplicate Hours Worked (HW) transaction. Action: Verify for duplication. If this is not a duplicate, enter two HW transactions with different amounts of hours.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989464	O L O/L	"DUPLICATE DAYS WKD TRANS FOUND FOR LEAVE PERIOD AND PSN SEQ", "DUP DW FOUND FOR LP" Condition: Attempted to enter a duplicate days Worked (DW) transaction. Action: Verify for duplication. If this is not a duplicate, enter two DW transaction with different amounts of days.
989465	O L O/L	"HOURS WORKED TRANS FOUND FOR LEAVE PERIOD" "HW EXISTS IN PSN SEQ" Condition: Attempted to enter an incompatible transaction in a leave period where an Hours Worked transaction already exists. Action: Evaluate employee's state service. If correct, no action is necessary. If State service is incorrect, void erroneous transaction using the S52-SS Void Transaction Entry screen and post correct transaction using the S50-SS Transaction Entry screen. State Service changes my impact accrued benefits, verify accrued benefits.
989466	O L O/L	"DAYS WORKED TRANS FOUND FOR LEAVE PERIOD" "INCOMPATIBLE EXISTS" Condition: Attempted to enter an Hours Worked (HW) transaction when a days Worked (DW) transaction already exists in the leave period. Action: Only one type of transaction can be entered per leave period. Determine whether employee should have all time towards State service posted as a DW or HW transaction. Key the transaction on the S50-SS Transaction Entry screen.
989467	O L O/L	"INCOMPATIBLE HOURS WKD TRANS EXIST FOR LEAVE PERIOD" "INCOMPATIBLE EXISTS" Condition: Attempted to enter an Hours Worked 1st half or 2nd half when an Hours Worked (HW) transaction already exists in the leave period. Action: Only one type of transaction can be entered per Leave Period. Determine which transaction is valid for the Leave Period. If transaction posted is correct, no action is necessary. If the transaction posted is incorrect, void the erroneous transaction using the S52-SS Void Transaction Entry screen, then key the correct transaction on the S50-SS Transaction Entry screen.
989472	O L O/L	"DUPLICATE TH TRANS FOUND FOR LEAVE PERIOD" "DUP - SS TRANS EXISTS" Condition: Attempted to enter a Timebase Adjustment (TH) transaction when one already exists for the leave period. Action: If the posted TH transaction is correct, no action is necessary. If the posted TH transaction is incorrect, void the posted transaction using the S52-SS Void Transaction Entry screen. Key one TH transaction that includes hours from all applicable positions, using the S50-SS Transaction Entry screen.

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MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989473	O L O/L	"DUPLICATE TD TRANS FOUND FOR THE LEAVE PERIOD" "DUP SS TRANS EXISTS" Condition: Attempted to enter a Timebase Adjustment (TD) transaction when one already exists for the leave period. Action: If the posted TD transaction is correct, no action is necessary. If the posted TD transaction is incorrect, void the posted TD transaction using the S52-SS Void Transaction Entry screen. Key one TD transaction that includes days from all applicable positions, using the S50-SS Transaction Entry screen.
989474	O L O/L	"DUPLICATE BH TRANS FOUND FOR THE LEAVE PERIOD" "DUP SS TRANS EXISTS" Condition: Attempted to enter a Balance Adjustment (BH) transaction when one already exists for the leave period. Action: If the posted BH transaction is correct, no action is necessary. If the posted BH transaction is incorrect, void the posted BH transaction using the S52-SS Void Transaction Entry screen. Key one BH transaction that includes days from all applicable positions, using the S50-SS transaction Entry screen.
989475	O L O/L	"DUPLICATE BD TRANS FOUND FOR THE LEAVE PERIOD" "DUP SS TRANS EXISTS" Condition: Attempted to enter a Balance Adjustment (BD) transaction when one already exists for the Leave Period. Action: If the posted BD transaction is correct, no action is necessary,. If the posted BD transaction is incorrect, void the posted BD transaction using the S52-SS Void Transaction Entry screen. Key one BD transaction that includes day from all applicable positions, using the S50-SS Transaction Entry screen.
989476	O	"TIMEBASE ADJUST - HOURS TRANS NOT VALID FOR EE" Condition: Attempted to enter a Timebase Adjustment (TH) in a Leave Period where no intermittent EPH exists. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.
989477	O	"HOURS WORKED NOT VALID FOR EE" Condition: Attempted to enter an Hours worked (HW) transaction for an employee who does not have an intermittent Roll Code 3 (hourly, paid monthly) EPH. Action: Enter correct transaction or verify EPH records suing the P18 - Employee Position History Inquiry screen.
989478	O	"HOURS WORKED - 1ST/2ND HALF NOT VALID FOR EE" Condition: Attempted to enter an Hours Worked 1st half or 2nd half transaction for an employee who does not have an intermittent Roll Code 4 or 6 (hourly, paid semi-monthly) EPH. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989479	O	"HOURS WORKED TRANS NOT VALID FOR EE" Condition: Attempted to enter an Hours Worked (HW) or Hours Worked 1st half or 2nd half transaction for an employee who does not have an hourly intermittent EPH. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.
989480	L	"AR/REDEP - UPDATE SS" Condition: Accounts Receivable or redeposit has been processed in the Payroll Cycle for an intermittent employee. Action: Verify the impact to the employee's State Service. <ul style="list-style-type: none"> · Void any incorrect Hours Worked transactions as needed using the S52-SS Void Transaction Entry screen. · Post any Hours Worked transactions as needed using the S50-SS Transaction Entry screen. Verify that Leave Benefit accruals are posted only in months where State Service Credits have been posted using the B14-LB History Summary Inquiry and the S14-SS History Summary Inquiry screens. <ul style="list-style-type: none"> · Void any incorrect benefit accruals using the B52-LB Void Transaction Entry screen. · Post any accruals not reflected using the B50-LB Transaction Entry screen.
989481	L	"RETRO PAY - UPDATE SS" Condition: A payment has been issued for a pay period that is neither the current pay period nor the pay period prior to the current pay period. A state service transaction (e.g. HW) is not generated. Action: Verify the impact to the employee's State Service. <ul style="list-style-type: none"> · Void any incorrect Hours Worked transactions using the S52-SS Void Transaction Entry screen. · Post any Hours Worked transactions as needed using the S50-SS Transaction Entry screen. Verify that Leave Benefit accruals are posted only in months where State Service Credits have been posted using the B14-LB History Summary Inquiry and the S14-SS History Summary Inquiry screens. <ul style="list-style-type: none"> · Void any incorrect benefit accruals using the B52-LB Void Transaction Entry screen. · Post any accruals not reflected using the B50-LB Transaction Entry screen.
989482	L	"PAYMENT IS NOT QEP" Condition: The system did not generate a time worked transaction for this payment. Action: Determine the number of hours/days to which the employee is entitled and post a state service transaction.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989483	L	"CANNOT DET QEP/PAY" Condition: When there is a timebase change within one leave period where the employee is going from Roll Code 6, hourly intermittent, to Roll Code 6, Full/Part Time. Action: User must determine which EPH is the qualifying employee position and apply the correct State Service transaction and, if applicable, leave benefit transactions.
989484	L	"VERIFY TH AMT" Condition: A Timebase Adjustment (TH) transaction has been system generated. Because of variable and alternate work schedules the system may have calculated the TH transaction incorrectly. Action: Verify the number of hours generated on the TH transaction. If the amount is correct, no action is necessary. If the amount is incorrect: <ul style="list-style-type: none"> • Void the TH transaction using the S52-SS Void Transaction Entry screen. • Key a correct TH transaction using the S50-SS Transaction Entry screen. • Void any erroneously posted leave benefit accrual transactions using the B52-LB Void Transaction Entry screen. • Key any missing leave benefit accrual transactions using the B50-LB Transaction Entry screen.
989485	L	"PAYMENT 0-0-SEQ" Condition: "If a payment for the current pay period issues before a payment for the pay period prior to the current pay period, the system will generate a state service transaction (e.g., HW) but will not generate leave benefit accruals. Action: If the employee does not receive a State Service Credit based on the time generated from the state service transaction, no action is necessary. If the State Service Credit is generated based on the payment issued, key leave benefit accrual transactions using the B50-LB Transaction Entry screen.
989486	L	"VERIFY TD AMT" Condition: A Timebase Adjustment (TD) transaction has been system generated. Because of variable and alternate work schedules the system may have calculated to TD transaction incorrectly. Action: Verify the number of days generated on the TD transaction. If the amount is correct, no action is necessary. If the amount is incorrect: <ul style="list-style-type: none"> • Void the TD transaction using the S52-SS Void Transaction Entry screen. • Key a correct TD transaction using the S50-SS Transaction Entry screen. • Void any erroneously posted leave benefit accrual transactions using the B52-LB Void Transaction Entry screen. • Key any missing leave benefit accrual transactions using the B50-LB Transaction Entry screen.

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MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989487	L	"PAYMENT 0-0-SEQ" Condition: If a payment for the current pay period issues before a payment for the pay period prior to the current pay period, the system will generate a state service transaction (e.g., DW) but will not generate leave benefit accruals. Action: If the employee does not receive a State Service Credit based on the time generated from the state service transaction, no action is necessary. If a State Service Credit is generated based on the payment issued, key leave benefit accrual transactions using the B50-LB Transaction Entry screen.
989488	L	"SEQ MATCH COND" Condition: When a payment issues in a payroll cycle with a Position Sequence number which differs from the Position Sequence on LAS, the system will <u>not</u> process a time worked (e.g., HW) transaction. Action: Employee is/was in multiple positions. Determine if the employee should be on LAS. <ul style="list-style-type: none"> · If the employee should not be on LAS, key an NLSE designation. · If the payment was for a position not eligible for State Service, purge the message . No action is required. · If the payment is for an intermittent position that is eligible for State Service, key a State Service Transaction (e.g., HW) on the S50 - State Service Transaction Entry Screen.

B50 - LEAVE BENEFIT TRANSACTION ENTRY

TRANSACTION	CODE	Complete fields as indicated: (X = required, -- = blank)			
		AMOUNT	SSN	LB	TIMEBANK
Use	01	X	--	--	--
Use - Extended Bereavement Leave	BL	X	--	--	--
Use - Family	02	X	--	--	--
Use - Family Sick (AB109)	72	X	--	--	--
Use - Family Activity	FA	X	--	--	--
Use - Family Crisis	FC	X	--	--	--
Use - FMLA	FM	X	--	--	--
Use - Fiscal Year	FY	X	--	--	--
Use - In Lieu of Sick Leave	04	X	--	--	--
Use - In Lieu of Excess Hours	IE	X	--	--	--
Use - In Lieu of Family Sick Leave	71	X	--	--	--
Use - Family School Partnership	70	X	--	--	--
Use - Mentor Matching	81	X	--	--	--
Earn	05	X	--	--	--
Earn - Straight CTO	06	X	--	--	--
Earn - Premium CTO	07	X	--	--	--
Earn - FLSA Premium CTO	08	X	--	--	--
Earn - In Lieu of PH	09	X	--	--	--
Earn - In Lieu	12	X	--	--	--
Accrual ¹	10	★	--	--	--
Bonus ¹	28	★	--	--	--
Begin Balance - Accrued & Earned Benefits	24	X	--	--	--
Begin Balance - Regular CTO	25	X	--	--	--
Begin Balance - FLSA Premium CTO	26	X	--	--	--
Begin Total - Usage Only Benefits	27	X	--	--	--
Buy Back	34	X	--	--	--
Cancel	35	X	--	--	--
Cash Out	36	X	--	--	--
Lump Sum	37	★	--	--	--
Transfer To EE (Key for employee who is giving time)	44	X	+	+	--
Transfer From EE (Key for ee who is receiving time)	45	X	++	++	--
Transfer To LB (Key for benefit giving time)	46	X	--	X	--
Transfer From LB (Key for benefit receiving time)	47	X	--	X	--
Transfer to Release Time Bank (Union)	48	X	--	--	X(CBID)
Disability Waiting Period	DW	X	--	--	--
Pending IDL	PI	X	--	--	--
Pending TD	PT	X	--	--	--
Pending LC4800	PL	X	--	--	--
Restore Hours - IDL	RI	X	--	--	--
Restore Hours - NDI	RN	X	--	--	--
Restore Hours - TD	RT	X	--	--	--
Restore Hours - LC4800	RL	X	--	--	--
Supplementation - IDL	SI	X	--	--	--
Supplementation - NDI	SN	X	--	--	--
Supplementation - TD	ST	X	--	--	--
Adjust - Credit (DO NOT use unless instructed by SCO.)	14	X	--	--	--
Adjust - Debit (DO NOT use unless instructed by SCO.)	15	X	--	--	--
TAU Days Limit - Work (Debit)	90	X	--	--	--
Work Adjust (Credit)	91	X	--	--	--

- ¹ If employee is serving a waiting period for VA or Educational Leave post the credit using the bonus trans code (28).
 If employee is not on a waiting period, post the credit using the accrual transaction code (10).
- ★ amount is system generated
 + enter SSN and benefit of receiving employee
 ++ enter SSN and benefit of donating employee

S50 - STATE SERVICE TRANSACTION ENTRY

On the S50-SS Transaction Entry screen, complete fields as indicated:

TRANSACTION	TRANS CODE	TIME WORKED DYS HRS	FRACT MO	SS CREDIT
Beginning Balance used for: (<i>BEGIN BAL</i>) <ul style="list-style-type: none"> Employee new to LAS Employee returning to CLAS after a period of ineligibility 	BB	N/A **	- Erase/EREOF if data is displayed - ENTER carryover fractional amount <u>or</u> - leave blank if zero	- Erase/EREOF if data is displayed - ENTER total State Service (ENTER 0 for a zero balance)
Full Time Accrual (<i>SS CREDIT</i>)	CR	N/A N/A	N/A *	N/A *
Fractional Month Accrual (<i>FRACT MONTH</i>)	FM	N/A N/A	N/A *	N/A *
Non-Qualifying Leave Period (<i>NQLP</i>)	NQ	N/A N/A	N/A *	N/A *
Hours Worked - (roll code 3) Hourly, Monthly Intermittent (<i>HOURS WORKED</i>) <ul style="list-style-type: none"> Hours worked toward State Service credit 	HW	N/A X	N/A	N/A
Adjustment (roll code 3) + (<i>ADJ - HOURS</i>) <ul style="list-style-type: none"> Adjustment of hours worked due to a timebase change involving a hourly, monthly intermittent position 	TH	N/A X	N/A	N/A
Hours Worked, 1st half (roll 4) Hourly, Semi-Monthly Intermittent (<i>HRS WORK 1st</i>) <ul style="list-style-type: none"> Hours worked 1st half toward a State Service credit 	H1	N/A X	N/A	N/A
Hours Worked, 2nd half (roll 4) Hourly, Semi-Monthly Intermittent (<i>HRS WORK 2nd</i>) <ul style="list-style-type: none"> Hours worked 2nd half toward a State Service credit 	H2	N/A X	N/A	N/A
Adjustment (roll 4)+(ADJ - INT) <ul style="list-style-type: none"> Adjustment of hours worked due to a timebase change involving a hourly, semi-monthly intermittent position 	BH	N/A X	N/A	N/A

* Data required in these fields will be system generated.

** Enter carryover hours for positive paid, monthly (roll code 3) and positive paid, semi-monthly (roll code 4) employees.

+ When keying this transaction, always select intermittent EPH from the POSITION SELECTION screen.

LEAVE BENEFITS - CIVIL SERVICE

LEAVE BENEFIT	BENEFIT TYPE	ID	RATE OF MEASURE
Activist Release Time Bank	earned	AR	hours
Administrative Time Off	usage only	AT	hours
Annual Leave	accrued	AL	hours
Bereavement Leave	usage only	BL	hours
Compensating Time Off	earned	CT	hours
Continuing Medical Education	usage only	CM	hours
Dock	usage only	DK	hours
Educational Leave	accrued	EL	hours
Emergency Military Leave (Days)	usage only	EM	days
Emergency Military Leave (Hours)	usage only	HE	hours
Excess Hours	earned	EX/EH*	hours
Family Medical Leave Act	usage only	FM	hours
Holiday Credit	earned	HC	hours
Holiday Informal Time Off	earned	HI	hours
Jury Duty	usage only	JD	hours
Medical Officer of the Day	earned	MO	hours
Mentor Leave	usage	MN	hours
Military Leave (Days)	usage only	ML	days
Military Leave (Hours)	usage only	MH	hours
On Call Assignment	earned	OC	hours
Paid Educational Leave	usage only	PE	hours
PARR - Lawsuit Settlement	earned	PA	hours
Personal Day	accrued	PD	hours
Personal Holiday	accrued	PH	units
Personal Leave Program	earned	PL	hours
Personal Leave Time	earned	LT	hours
Probationary Hours	usage only	HP	hours
Professional Leave	earned	PR	hours
Professional Training	usage only	PT	hours
Seniority Points	usage only	SP	hours
Sick Leave	accrued	SL	hours
Subpoenaed Witness	usage only	SW	hours
TAU - Days Limit	usage only	DL	days
Union Time OFF	usage only	UT	hours
Vacation	accrued	VA	hours
Vacation Bank	earned	VB	hours
Voluntary Personal Leave	earned	PV	hours
V-Time	earned	VT	hours

***DO NOT** use unless instructed by SCO.

VALID LEAVE BENEFIT TRANSACTIONS

ID	TRANSACTION CODES
AL	01 04 10 14 15 24 34 35 36 37 44 45 46 47 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RT RN SI SN ST
AR	01 05 27 35
AT	01 15 27
BL	01 15 27 FY
CM	01 15 27
CT	01 04 06 07 08 14 15 25 26 35 36 37 44 47 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
DK	01 27
DL	27 90 91
EL	01 10 14 15 24 28 35 81
EM	01 15 27
EH*	01 04 05 14 15 24 36 37 44 70 71 72 81 BL DW FA FC FM PI PL PT RI RL RN RT SI SN ST
EX	01 04 05 14 15 24 36 37 44 48 70 71 72 81 BL DW FA FC FM PI PL PT RI RL RN RT SI SN ST
FM	01 14 15 27
HC	01 04 05 09 12 14 15 24 34 36 37 44 47 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
HE	01 15 27
HI	01 04 05 14 15 24 35 70 71 72 81 BL DW FA FC FM IE PI PL PT PI RL RN RT SI SN ST
HP	27 90
JD	01 15 27
LT	01 04 05 14 15 24 34 36 37 44 48 70 71 72 81 DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
MH	01 15 27
MN	01 15 27
ML	01 15 27
MO	01 04 05 14 15 24 36 37 44 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
OC	01 04 05 14 15 24 35 36 37 44 70 71 72 81 BL DW FA FC FM PI PL PT RI RL RN RT SI SN ST
PA	01 04 05 14 15 24 34 36 37 44 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
PD	01 04 10 14 15 24 35 44 45 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
PE	01 15 27
PH	01 04 10 14 15 24 34 35 36 37 44 46 48 70 71 72 81 BL DW FA FC FM PI PL PT RI RL RN RT SI SN ST
PL	01 04 05 14 15 24 34 36 37 44 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
PR	01 04 05 14 15 24 35 37 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
PT	01 15 27 FA FC

Continued on next page

ID	TRANSACTION CODES
PV	01 04 05 14 15 24 36 37 44 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SL SN ST
SL	01 02 03 10 14 15 24 37 44 45 47 72 BL DW FC FM PI PL PT RI RL RN RT SI SN ST
SP	05 27
SW	01 15 27
UT	01 15 27
VA	01 04 10 14 15 24 28 34 35 36 37 44 45 46 47 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
VB	01 04 05 14 15 24 36 46 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RT RN SI SN ST
VT	01 04 05 14 15 24 36 46 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RT RN SI SN ST

*DO NOT use unless instructed by SCO.

ACCESSING THE LEAVE MESSAGE SYSTEM (LMS)

Accessing LMS (can only be accessed from the Main Menu)

To access the Leave Message System, key "MSG" in the ACTN field.
See example below:

ACTN: **MSG** SSN ____ _ LB ____ LV PRD ____

Press the **ENTER** key. The Leave Message Agency/Reporting Unit Selection screen will display.

Accessing the Batch Message Inquiry screen

- 1) From the Leave Accounting Agency/Reporting Unit Selection screen:
Key an **X** on the left next to the desired agy/unit.

OR

Key in the desired agy/unit numbers in the AGY/UNIT field at the bottom of the screen.

Press the **ENTER** key. The Leave Message Batch Selection screen will display.

- 2) From the Leave Message Batch Selection screen:

Key an **X** on the desired batch of messages.

Press the **ENTER** key. The Batch Message Inquiry screen will display.

Accessing the Employee Message Inquiry screen

The Employee Message Inquiry screen can be accessed from any of the LMS screens.

Key the desired employee's Social Security Number in the SSN field.

Press the **ENTER** key. The Employee Message Inquiry screen will display.

Screen Movement

To move from one LMS screen to another:

- ☐ To access the Employee Message Inquiry, key a Social Security Number in the SSN field, then press the ENTER key.
- ☐ To access the Leave Accounting Batch Selection, key an agy/unit in the AGY/UNIT field, then press the ENTER key.
- ☐ Press one of the PF keys indicated at the bottom of the screen.

PURGING MESSAGES

Messages can be purged by modifying the purge date using the "Leave Batch Purge Date Modification" screen.

Purging a batch of messages or changing the purge date

1) From the Leave Message Batch Selection screen:

- ◆ Key an **X** on the left next to the desired batch of messages.
- ◆ Press the **PF2** key. The Leave Batch Purge Date Modification screen will display.

Leave Batch Purge Date Modification Screen

To modify a "Purge Date":

- ◆ Key an **X** next to the Purge Date to be modified. Press the **ENTER** key.
- ◆ Type the new purge date over existing date. Press the **ENTER** key.

The screen will reappear displaying the new date. The transaction will reject if the modified purge date is prior to the entry date or greater than 30 days from the date the screen is accessed.

NOTE: The batch will be purged Close of Business (COB) on the purge date.

Messages can be purged using the "Employee Message Inquiry" screen.

Purging an employee's message

1) From any LMS screen:

- ◆ Key employee's Social Security Number in the SSN field at the bottom of the screen.
- ◆ Press the **ENTER** key. The Employee Message Inquiry screen will display.

Employee Message Inquiry Screen

To delete a message from the screen:

- ◆ Place an **X** in the field next to the purge date.
- ◆ Press the **PF2** key. The screen will display a verification of action message.
- ◆ Press the **ENTER** key. Message is deleted and a confirmation message will display.

LEAVE BENEFIT SCREENS
Civil Service/Exempt

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
LB TRANSACTION ENTRY Post leave benefit transactions.	B50	X	X	LB INQUIRY ¹ Displays <u>current</u> information for state service and leave benefit balances.	B10	N/A	N/A
LB VOID TRANSACTION ENTRY Void previously posted transactions for the leave benefit.	B52	X	*	LB DETAIL INQUIRY Displays <u>current</u> information for one benefit including: * Establishment Period * Accrual Rate * Balance	B12	X	N/A
LB ADD Establish accrued type benefits that are new for the employee.	B66	X	N/A	LB HISTORY SUMMARY CTO HISTORY SUMMARY Displays history of the requested leave benefit.	B14	X	*
LB ESTABLISHMENT PRD MAINT Add, modify, or delete establishment periods for an accrued benefit.	B68	X	N/A	LB TRANSACTION HISTORY INQUIRY Displays a history of leave benefit transactions for the requested benefit.	B16	X	*
WAITING PERIOD MAINT Add, modify or delete a waiting period for an accrued benefit.	B74	X	N/A	LB CHARACTERISTICS HISTORY INQUIRY History of Establishment Periods, Waiting Periods, Non-Standard Rates, and Vacation 10 month for one benefit.	B18	X	N/A
NON-STANDARD RATE MAINT Add, modify, or delete a Non-Standard Rate for an accrued benefit.	B70	X	N/A	LB LIST Displays all leave benefits ever established or created on the system for an employee.	B20	N/A	N/A
VAC 10-MONTH MAINT Add, modify, or delete the Vacation 10 Month. (Department of Education Only)	B76	X	N/A				
ANNUAL LEAVE DELETE Refer to Examples, Annual Leave Established In Error	B72	N/A	N/A				

* If blank, all history will display beginning with oldest leave period.

X Required.

1 Accrued benefits will display if establishment period is "active" (i.e., Establishment Period END LV PRD equals 99/99). Earned and Usage Only benefits display if balance/total is greater than zero.

STATE SERVICE SCREENS
Civil Service/Exempt

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
SS TRANSACTION ENTRY Update State Service transactions.	S50	N/A	X	SS HISTORY SUMMARY INQUIRY Displays the history of state service activities.	S14	N/A	*
SS VOID TRANSACTION ENTRY Void previously posted state service transactions.	S52	N/A	*	SS TRANSACTION HISTORY INQUIRY Displays a history of state service transactions.	S16	N/A	*
SS OUT-OF-SERVICE MAINT Do not use unless instructed by SCO.	S60	N/A	N/A				
<p>* If blank, all history will display beginning with oldest leave period.</p> <p>X Required.</p>							

MISCELLANEOUS SCREENS
Civil Service/Exempt

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
LV SYSTEM ELIGIBILITY MAINT Designate eligibility: LSE - Leave System Eligible NLSE - Not Leave System Eligible	P62	N/A	N/A	EMPLOYEE POSITION HISTORY INQUIRY Lists all EPH records.	P18	N/A	N/A
LB NON-ACCRUAL MAINT <ul style="list-style-type: none"> Used to designate non-work status for 9/12, 10/12 and 11/12 employees. Identifies Non-Payroll Status for 340/341 PAR transactions. Identifies non-accrual months for temporary separations. 	P64	N/A	N/A				

NLSE - Not Leave System Eligible Civil Service

Definition	NLSE designations are keyed on CLAS for employees who, due to special circumstances, should not be included on the system. EXAMPLE: Employee is in multiple/additional positions (multiple Position Sequences) and both positions are subject to State Service and Leave Benefits. CLAS can only process State Service and Leave Benefits for one Position Sequence; therefore, the employee can not be maintained on CLAS.
How to Key NLSE	To designate an employee NLSE use the P62 - Leave System Eligibility Maintenance screen.
Impact of NLSE	When an employee is designated NLSE, all PAR transactions will be ignored by CLAS until a "LSE" designation transaction is keyed on the P62 - Leave Eligibility Maintenance screen.

TRACK & FLAG PAR'S FOR EMPLOYEES DESIGNATED NLSE

CLAS ignores **all** PAR transactions processed for ee's designated NLSE. Because the system will not automatically determine eligibility for an employee designated NLSE, Turnaround PAR's should be tracked and flagged to insure that they are reviewed for leave system eligibility each time a PAR trans is documented.

How to Flag	To flag the PAR, note in large RED letters "NLSE" at the top left corner of the PAR.
How to Track	Each time you prepare a PAR for an employee that has been designated NLSE, you must determine if the PAR will change the status of the employee to leave system eligible.

When documenting a PAR that is flagged "NLSE", review the employee's PAR transaction for CLAS eligibility:

- If the employee's circumstances do not change and he/she remains ineligible, flag the new Turnaround PAR.
- If the PAR transaction will change the employee's circumstances to eligible on CLAS, key a "LSE" designation on the P62 - Leave System Eligibility Maintenance and refer to Workbook procedures in the Processes section regarding Continuing or Previously on CLAS "PAR/PPT Transaction Within Your Dept./Campus - Previously Or Continuing On CLAS".

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New to CLAS

This condition is used when the PAR is appointing an employee who has never been on CLAS.

To determine if the employee was ever on CLAS, access the B20-LB List screen.

- ◆ If the screen appears with leave benefits listed, the employee is or was at one time on CLAS. Go to the Condition Example, "**Previously or Continuing on CLAS.**"
- ◆ If no benefits are listed on the B20-LB List screen or message number **981816** "SSN DOES NOT EXIST ON CLAS" appears, follow the procedures below.

Check the P18 screen. Is there an Employee Position History (EPH) record with the position number of the new appointment PAR?	
NO	YES
Refer to Processes section "Leave System Eligibility", or call the Leave Accounting Liaison at (916) 327-0756.	Proceed to next question.

Does the employee need Accrued benefits established (e.g., Vacation, Sick Leave, Annual Leave, Personal Holiday, Education Leave and/or Personal Day)?	
NO	YES
Proceed to next question.	<p>1) Add Accrued type benefits using the B66 -LB Add screen.</p> <p>NOTE: When adding both Annual Leave and Sick Leave, Sick Leave should be added first.</p> <p>2) If new to CLAS, key Begin Balance (code 24) transaction for accrued benefits with balances greater than zero on the B50 - LB Transaction Entry screen.</p>

As of the effective date of the PAR, does the employee have balances for Earned (e.g. HC) and/or Usage Only benefits (e.g. JD)?**NO**

Proceed to next question.

YES

Key Begin Balance (code 24) transactions for Earned benefits and Begin Total (code 27) transactions for Usage Only benefits on the B50 - LB Transaction Entry screen.

Does the employee have previous State Service?**NO**

System will generate a Begin Balance transaction of zero if the PAR indicates "No Prior SS".

Use S16 – SS Transaction History Inquiry screen to verify transaction.

YES

Key Begin Balance (code BB) transaction for State Service on the S50-SS Transaction Entry screen.

- If Positive Pay, may need to add carryover hours to this transaction.
- If roll code 4 Employee, may need to post 1st half manually, refer to Keying Conditions – Positive Employees.

Did employee miss State Service accruals?**NO**

Proceed to next question.

YES

Post State Service transactions (e.g., CR, FM) as needed, using the S50 - SS Transaction Entry screen.

Are benefits being added to CLAS retroactively (i.e., employee was not on CLAS when the automated accrual cycles were run and/or when the leave transactions were posted)?

NO

Proceed to next question.

YES

Key the applicable transactions using the B50 - LB Transaction Entry screen to update Leave Benefit History:

1. ACCRUED BENEFITS -
Key accrue, use and miscellaneous transactions, as needed.
2. EARNED TYPE BENEFITS -
Key earn, use and miscellaneous transactions, as needed.
3. USAGE ONLY BENEFITS -
Key use and miscellaneous transactions, as needed.

Was Item 715 completed on the PAR?

NO

No action required.

YES

Refer to the condition "Employment History Item 715".

Previously or Continuing on CLAS.

PAR transaction for an employee in your department who was previously or continuing on CLAS (active or inactive).

When an employee is established on CLAS in a different Position Sequence, contact the Leave Accounting Liaison at (916) 327-0756 to delete the employee.

On the day after the PAR transaction was keyed, verify the Employee Position History (EPH) records for accuracy using the P18-Employee Position History screen.

Are the EPH records on the P18-Employee Position History screen correct for the employee?	
NO	YES
Refer to Processes section “Leave System Eligibility”, or call the Leave Accounting Liaison at (916) 327-0756.	Proceed to next question.

Does the PAR transaction involve a Temporary Separation, (includes Civil Service Non-work Status (9/12, 10/12, 11/12), or 340/341 Non-Payroll Status)?	
NO	YES
Proceed to next question.	Verify the data on the P64-LB Non-Accrual Maintenance screen. If the data is incorrect, key the appropriate data for the applicable fields, then press the ENTER key. OR If data should be deleted, erase the field, then press the ENTER key.

Does the employee need any new accrued benefits added (e.g., Vacation, Sick Leave, Annual Leave, Personal Holiday, Education Leave or Personal Day)? To verify, refer to the B20 - LB List screen.

NO

(Benefits are listed on B20.) Proceed to next question.

YES

(Benefits are not listed on B20.) Add new benefits using the B66 - LB ADD screen.

NOTE: When adding both Annual Leave and Sick Leave, Sick Leave should be added first.

Was the employee inactive on CLAS prior to this PAR transaction? Look at the P18 screen. Determine if there is a break in time between the effective date of the EPH records created by the last PAR keyed and the previous EPH records. If there is a break in time between EPH records, the employee was inactive on CLAS. If there is no break in time, the employee was not inactive on CLAS.

NO

Are Accrued Benefits established correctly? See B12 screen.

YES = No action required
NO = Make corrections as needed:

If appropriate, correct Establishment Periods for accrued benefits using the B68-Establishment Period Maintenance screen.

If appropriate, key any changes to Characteristics (i.e., B74-Waiting Period, B70-Non-Std Rate or B76-Vac 10-Month).

YES

If the EPH records show a break covering ONE FULL LEAVE PERIOD OR MORE:

- For the employee's accrued type benefits, ADD a new establishment period effective the same Leave Period as the PAR, using the B68-Establishment Period Maintenance screen.

NOTE: When adding both Annual Leave and Sick Leave, Sick Leave should be added first.

If the EPH records show a break of LESS than one full Leave Period:

- Using the B68-Establishment Period Maintenance screen for the employee's accrued type benefits, MODIFY the END LV PRD to 99/99 or enter the correct End Leave Period.

* If appropriate, key any changes to the Characteristics (i.e., B74-Waiting Period, B70-Non-Std Rate, or B76-Vac 10 month).

Was the employee inactive on CLAS prior to this PAR transaction? (continued)	
NO	YES
<p>Are all Leave Benefits and State Service transactions current and correct?</p> <p>YES = No action required.</p> <p>NO = Make corrections as needed.</p> <p>STATE SERVICE - If appropriate, correct State Service accruals (credit, fractional month or hours worked transactions) using the S52/S50 - SS Transaction Entry screen.</p> <p>ACCRUED BENEFITS - As needed, void transactions using the B52-LB Void Transaction Entry screen. Key accrue, use and/or miscellaneous transactions using the B50 - LB Transaction Entry screen.</p> <p>EARNED BENEFITS - As needed, void transactions using the B52-LB Void Transaction Entry screen. Key earn, use and/or miscellaneous transactions using the B50 - LB Transaction Entry screen.</p> <p>USAGE ONLY BENEFITS - As needed, void transactions using the B52-LB Void Transaction Entry screen. Key use and/or miscellaneous transactions using the B50 - Transaction Entry screen.</p>	<p>STATE SERVICE- Key Begin Balance (code BB) transactions. If appropriate, key retroactive Transactions (e.g., CR, FM, HW).</p> <ul style="list-style-type: none"> <i>If Roll code 4 Employee, may need to post 1st half manually, refer Key Conditions – Positive Paid Employees.</i> <p>LEAVE BENEFITS -</p> <p><u>Accrued Benefits</u></p> <ol style="list-style-type: none"> When new establishment periods are added to accrued benefits, key a Begin Balance (code 24) transaction using the B50-LB Transaction Entry screen. Key retroactive accrue, use and miscellaneous transactions as needed, using the B50-LB Transaction Entry screen. <p><u>Earned Benefits</u></p> <ol style="list-style-type: none"> Verify balances for earned benefits on the B10-LB Inquiry screen. If a different employer is displayed, determine the last leave period worked at that employer and key a Debit Adjust (code 15) transaction using the B50-LB Transaction Entry screen. Key a new Begin Balance (code 24) transaction as needed using the B50-LB Transaction Entry screen. Key retroactive earn, use & miscellaneous transactions as needed using the B50-LB Transaction Entry screen.

Was the employee inactive on CLAS prior to this PAR transaction? (continued)	
	<p style="text-align: center;">YES</p> <p><u>Usage Only Benefits</u></p> <ol style="list-style-type: none">1. Verify balances for usage only benefits using the B10-LB Inquiry screen. If the balances are incorrect (e.g. amount should be zero), key a Begin Total (code 27) transaction using the B50-LB Transaction Entry screen.2. Key retroactive use and miscellaneous transactions as needed using the B50-LB Transaction Entry screen.

Did you complete Item 715 on the PAR?	
<p style="text-align: center;">NO</p> <p>No action required.</p>	<p style="text-align: center;">YES</p> <p>Refer to the condition "Employment History Item 715".</p>

Employment History Item 715

When a PAR is keyed or voided with Item 715 completed State Service and Leave Benefits may require corrections. If the PAR is to appoint the employee to a new position, also refer to "**New to CLAS**" or "**Previously or Continuing on CLAS**" within this section.

EMPLOYEE'S LEAVE PERIOD SHOULD BE NON-QUALIFYING	
Condition #1 Transaction keyed with Item 715 Non-Qualifying Leave Period.	
<p>Result BEFORE the CLAS Monthly Accrual Cycle:</p> <p>NQLP CLAS will automatically post an (Non-Qualifying Leave Period) transaction to the employee's State Service record. When the CLAS Monthly Accrual Cycle is run, accruals for State Service and Leave Benefits will not be posted.</p>	<p>AFTER the CLAS Monthly Accrual Cycle:</p> <p>No automated actions will be performed by the system.</p> <p>Continue to next box.</p>
<p>Action BEFORE the CLAS Monthly Accrual Cycle:</p> <p>If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance screen, Non-Standard Rate using the B70 - Non-Standard Rate Maintenance or Vacation 10-Month using the B76-Vacation 10-Month Maintenance screen).</p>	<p>AFTER the CLAS Monthly Accrual Cycle:</p> <p>Key the following on CLAS:</p> <ol style="list-style-type: none"> 1) For a fractional timebase employee, void the Fract Month (FM) or for a full-time employee, void the State Service Credit (CR) using the S52 - SS Void Transaction Entry screen. 2) Post an NQLP (NQ) transaction using the S50 - SS Transaction Entry screen. 3) Void benefit accruals that were posted based on State Service (e.g., vacation) using the B52 - LB Void Transaction Entry screen.

EMPLOYEE'S LEAVE PERIOD SHOULD BE NON-QUALIFYING (continued)

AFTER the CLAS Monthly Accrual Cycle (continued):

- 4) If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance, Non-Std. Rate using the B70 - Non-Standard Rate Maintenance or Vacation 10-Month using the B76 - Vacation 10-Month Maintenance screen).

Condition #2 Correction to original transaction (e.g., A01C) is keyed changing the employee from Qualifying to Non-Qualifying Leave Period.

Result No automated actions will be performed by the system.

Action BEFORE the CLAS Monthly Accrual Cycle:

- 1) Key an NQLP (NQ) transaction using the S50 - SS Transaction Entry screen.
- 2) If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance, Non-Standard Rate using the B70 - Non-Standard Rate Maintenance or Vacation 10 - Month using the B76 - Vacation 10 - Month Maintenance screen).

AFTER the CLAS Monthly Accrual Cycle:

- 1) For a fractional timebase employee void the Fract Month (FM) or for a full time employee, void State Service Credit (CR) using the S52 - SS Void Transaction Entry screen.
- 2) Post an NQLP (NQ) transaction using the S50 - SS Void Transaction Entry screen.
- 3) Void benefit accruals that were posted based on State Service (e.g., vacation) using the B52 - LB Void Transaction Entry screen.

If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance, Non-Standard Rate using the B70 - Non-Standard Rate Maintenance or Vacation 10-Month using the B76 - Vacation 10 – Month Maintenance screen).

EMPLOYEE'S LEAVE PERIOD SHOULD BE QUALIFYING

Condition #1 Item 715 is completed to Qualify the Pay Period because the effective date of the EH transaction does not reflect the Pay Period as qualifying (e.g., employee works alternate shift).

Result State Service and accrued benefits will not be credited.

Action BEFORE the CLAS Monthly Accrual Cycle:

- 1) During the CLAS Monthly Accrual Cycle, message # 9126 "Cannot determine QEP" is generated.
- 2) Post Fract Month (FM) for fractional employee or SS Credit (CR) for full time employees using the S50 - SS Transaction Entry screen.
- 3) Post accruals for accrued type benefits using the B50 - LB Transaction Entry screen.
- 4) Purge the message from the LMS.

AFTER the CLAS Monthly Accrual Cycle:

- 1) Post Fract Month (FM) for fractional employee or SS Credit (CR) for full time employees using the S50 - SS Transaction Entry screen.
- 2) Post accruals for accrued type benefits using the B50 - LB Transaction Entry screen.

Condition #2 Correction to original transaction (e.g., A01C) is keyed changing the employee from Non-Qualifying to Qualifying Leave Period.

Result No automated actions will be performed by the system.

Action BEFORE the CLAS Monthly Accrual Cycle:

- 1) Void the posted NQLP transaction using the S52 - SS Void Transaction Entry screen.

AFTER the CLAS Monthly Accrual Cycle:

- 1) Void the posted NQLP transaction using the S52 - SS Void Transaction Entry screen.
- 2) Post Fract Month (FM) for fractional employee or SS Credit (CR) for full time employee using the S50 - SS Transaction Entry screen.

EMPLOYEE'S LEAVE PERIOD SHOULD BE QUALIFYING (continued)

BEFORE the CLAS Monthly Accrual Cycle (continued):

- 2) If applicable, verify and correct accrued benefits for possible changes to characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance, Non-Standard Rate using the B70 - Non- Standard Rate Maintenance or Vacation 10-Month using the B76 - Vacation 10-Month Maintenance screen).

AFTER the CLAS Monthly Accrual Cycle (continued):

- 3) Post accruals for accrued type benefits using the B50 - LB Transaction Entry screen.
- 4) If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Main., Non- Std Rate using the B70 - Non- Standard Rate Maintenance or Vacation 10-Month using the B76 - Vacation 10-Month Maint. screen).

Condition #3 Original Item 715 transaction is voided, changing the Leave Period from Non-Qualifying to Qualifying Leave Period.

Result The CLAS system will automatically void the posted NQLP transaction.

Action BEFORE the CLAS Monthly Accrual Cycle:

If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance, Non-Standard Rate using the B70 - Non-Standard Rate Maintenance or Vacation 10-Month using the B76 - Vacation 10 - Month Maintenance screen).

AFTER the CLAS Monthly Accrual Cycle:

Key the following on CLAS:

- 1) Post Fract Month (FM) for fractional employee or SS Credit (CR) for full time employee using the S50 - SS Transaction Entry screen.
- 2) Post accruals for accrued type benefits using the B50 - LB Transaction Entry screen.
- 3) If applicable, verify and correct accrued benefit characteristics (e.g., extension of Waiting Period using the B74 - Waiting Period Maintenance, Non-Standard Rate using the B70 - Non-Standard Rate Maintenance or Vacation 10-Month using the B76- Vacation 10 - Month Maintenance screen).

PAR - Separation Procedures

When a PAR is processed to permanently separate an employee (this would also include Disability Retirements and Lay Offs), the system will recognize that the employee is ineligible and will automatically do the following:

- 1) Generate an End Date on the Employee Position History Record;
- 2) Generate Establishment Period End Leave Periods on all accrued benefits (i.e. Vacation, Sick Leave, and Personal Holiday).
- 3) Place the employee's State Service Record Out-Of-Service for the Leave Period following the separation effective date.

The system does not generate Lump Sum transactions for leave benefits. Lump Sum payments are generated by the PAR transaction.

Note: It is not necessary to post lump sum transactions to CLAS for accrued benefits.

Have all usage and earned transactions, including hours used or earned in the month of separation, been posted?	
NO Post all usage and earned transactions using the B50-LB Transaction Entry screen.	YES Proceed to next question.
Does the employee have Earned Benefits with balances?	
NO Proceed to next question.	YES Key a Lump Sum Transaction (code 37) for each Earned Benefit with a positive balance using the B50-LB Transaction Entry screen. For employees with Negative Excess Hours (EH), 1. Key Credit ADJ (code 14) in the amount of the negative balance. 2. Key a Use- in lieu of Excess Hours (IE) to another leave benefit.

Does the employee have Usage Only Benefits with totals?	
NO No action required.	Yes Key a Begin Total Transaction (code 27) with the amount of zero for each benefit using the B50-LB Transaction Entry screen.

Attendance Corrections

The system will NOT automatically make changes or corrections to transactions previously posted on CLAS. Changes or corrections required due to key errors, attendance changes or late attendance must be made using the on-line CLAS screens.

NOTE: For intermittent employees, refer to the **Positive Pay Employees** section.

Correction to Previously Posted Transactions

STATE SERVICE

If an error is made on the employee's State Service record, verify and correct impacts to accrued benefits. To correct State Service transactions previously posted on CLAS:

- Void the erroneous State Service transaction using the S52-SS Void Transaction Entry screen.
- Key corrected transactions using the S50-SS Transaction Entry screen.

Note: When correcting a Begin Balance transaction, verify impact to leave benefit accrual rates. To correct accruals previously posted based on the incorrect State Service amount:

- Void the accrual transaction using the B52-LB Void Transaction Entry screen.
- Key an accrue transaction using the B50-LB Transaction Entry screen.

LEAVE BENEFIT

If an error is made on the employee's leave benefit record. Correct leave benefit transactions using the B52-LB Void Transaction Entry screen to void erroneously posted transactions and use the B50-LB Transaction Entry screen to post corrected or new transactions.

EXAMPLE: Attendance was originally submitted and keyed with 40 hours of Vacation usage. Employee was later approved for usage of 32 hours of Vacation and 8 hours of Sick Leave - self.

Transactions required to make corrections are as follows:

- 1) Void the 40 hour Vacation usage
- 2) Key a Vacation usage transaction (VA01) for 32 hours.

Key a Sick Leave - self usage transaction (SL01) for 8 hours.

Attendance Submitted Late

Employee's Attendance Submitted After Monthly Attendance Has Been Keyed

When attendance is submitted for individual employees after the monthly attendance has been keyed on PIP or processed online, key the transactions online using the B50-LB Transaction Entry screen.

Attendance Omitted From PIP Preloaded Batches

If the Preloaded PIP batch was previously used without leave accounting transactions, new PIP batches can be copied and used to key leave accounting transactions. To copy batches:

- 1) Access the Batch Entry (ENT) screen for the preloaded batch assigned to the desired reporting unit for the next Pay Period. (Preloaded batches are usually generated one month prior to use).
- 2) From the Batch Entry (ENT) screen of the Preloaded batch key the following:
ACTN: **CPY** BATCH: SSN: PAY PER: **desired pay period**
- 3) Press the ENTER key. A new scratch batch will be generated with BATCH STATUS = SAV (save). The batch will have a scratch batch number. Information contained in the batch will be the same as in the original Preloaded Batch, except for the Pay Period, which will reflect the Pay Period requested in the Pay Period field in Step 2.

CAUTION: If the new copy batch, in which you are keying, contains preloaded time (days or hours) or previously paid Earnings ID's, erase the days, hours and previously paid Earnings ID's before closing the batch.

EXAMPLE: The preloaded batch (Batch # 5000007) for Agency Code 051, Reporting Unit 001 for the 09/95 Pay Period was processed on 10/04/95 with pay requests only. To create another batch to key leave transactions:

- 1) Access the 10/95 Preloaded batch for Agy-051 Unit-001 (Batch #5054444) as follows:
ACTN: **ENT** BATCH: **5054444** SSN: PAY PER:
Press the ENTER key. (Batch Entry screen for Preloaded batch will display.)
- 2) From the Batch Entry (ENT) screen of the Preloaded batch key the following:
ACTN: **CPY** BATCH: SSN: PAY PER: **0 09 95**
Press the ENTER key. (A new scratch batch with the same data as Batch #5054444 will be generated).

Disability Restoration of Leave Credits and State Service

The following are the procedures for restoring leave credits and State Service due to disability. In order to maintain accurate records on CLAS, leave credits should be restored in the month where accruals were not posted and/or the employee was originally charged usage.

Restoring State Service Accruals

- If the beginning balance for the first (oldest) Leave Period on CLAS is incorrect, void the Begin Balance transaction using the S52-SS Void Transaction Entry screen and post a new Begin Balance (BB) transaction for the correct amount, using the S50-SS Transaction Entry screen.
- If an NQLP is posted on CLAS for a Leave Period that should be "qualifying", void the NQLP transaction using the S52-SS Void Transaction Entry screen. Post State Service Credit (CR) or Fractional Month (FM) using the S50-Transaction Entry screen.
- For "qualifying" Leave Periods where State Service was not previously posted, post State Service Credit (CR) or Fractional Month (FM) using the S50-Transaction Entry screen.

Restoring Leave Credits For Leave Periods Prior to CLAS

- If the beginning balance for the first (oldest) Leave Period on CLAS is incorrect because it does not reflect restoration of leave credits for prior Leave Periods, do the following for each affected benefit:
 - 1) Void the Begin Balance transaction using the B52-LB Void Transaction Entry screen.
 - 2) Post a new Begin Balance transaction for the correct amount, using the B50-LB Transaction Entry screen.

Restoring Leave Benefit Accruals

- If the employee is entitled to accruals that were not posted on CLAS, document accrual transactions for the employee and key the transactions using the B50-LB Transaction Entry screen.

IMPORTANT: When the number of State Service months have increased retroactively, verify the Vacation/Annual Leave accrual rate for subsequent leave periods. CLAS will not automatically void accruals posted to Vacation/Annual Leave.

If the accrual rate is incorrect based on the new amount of State Service months, void the Vacation/Annual Leave accrual(s) using the B52-LB Void Transaction Entry screen, then post an Accrual transaction (VA10/AL10) using the B50-LB Transaction Entry screen.

Disability Transactions		
The following are Disability Transactions that will help track usages, pending disabilities, waiting periods and restoration of time used while on disability.		
Transaction Name	Transaction Type	Purpose
PI	USE-PENDING IDL	To document the usage of leave benefits pending IDL or TD disability.
PT	USE-PENDING TD	
SI	USE-SUPPL IDL	To document the usage of leave benefits for supplemental disability.
ST	USE-SUPPL TD	
SN	USE-SUPPL NDI	
DW	USE-DISB WAITING PERIOD	To document leave usage for a disability waiting period.
RI	RESTORE-IDL	To credit back hours to a leave benefit originally posted as a usage.
RT	RESTORE-TD	
RN	RESTORE-NDI	

Catastrophic Leave Transfers

Catastrophic Leave allows employees to transfer eligible leave credits to other employees when a catastrophic event occurs. (Refer to bargaining unit contracts and DPA for regulations regarding catastrophic leave.)

PROCEDURES FOR CATASTROPHIC LEAVE

Catastrophic Leave transfer transactions can not be keyed on the PIP system. Transfer transactions must be keyed using the B50 - LB Transaction Entry screen. Before documenting and keying Catastrophic Leave transfers, review the following conditions to determine the procedures for your employee(s):

- 1) Both receiving and donating employees are within your agency and are active on CLAS.
 - Key two transfer transactions, one for the receiving employee and the other for the donating employee.
- 2) Both donating and receiving employees are on CLAS in different agency.
 - Keying of transfer transactions must be coordinated between agencies. Each agency must key the appropriate debit or credit transfer transaction for the employee in their agency.
- 3) One employee, either donating or receiving employee, is not on CLAS.
 - Key only the transfer transaction for the employee that is on CLAS.

EMPLOYEE DONATING CREDITS

Process a transfer “TO EE” (code 44) transaction debiting the leave benefit record.

NOTE: PH44 is posted in units. Corresponding Transfer “FROM EE” transaction (45) is posted in hours.

<p>EXAMPLE: Employee A is donating Personal Holiday (PH) to the Vacation (VA) balance of Employee B. Document and key the transfer transaction on the B50 - LB Transaction Entry screen:</p>

<p>TRANS CODE: Document a transaction code "PH44".</p>
--

<p>AMOUNT: Enter "1" for one unit of PH.</p>
--

<p>SSN: Enter SSN for Employee B (receiving employee). If you do not have access to the employee's SSN, enter 999-99-9999.</p>

<p>LB: Enter Leave Benefit ID "VA" (which identifies the benefit to which the hours are being transferred).</p>

EMPLOYEE RECEIVING CREDITS

Process a transfer “FROM EE” transaction (code 45) crediting the leave benefit record.
--

EXAMPLE: Employee A is donating her PH to Employee B. Eight hours of credit will be transferred to the vacation balance of Employee B. Document and key the transfer transaction on the B50 - LB Transaction Entry screen.

TRANS CODE: Document a transaction code "**VA45**".

AMOUNT: Enter "**8**" hours to be credited.

SSN: Enter SSN for Employee A (donating employee). If you do not have access to the employee's SSN, enter 999-99-9999.

LB: Enter Leave Benefit ID "**PH**" (which identifies the benefit from which the time was transferred).

Out-of Service Benefit

An accrued or earned Leave Benefit will be placed Out-of-Service by the Leave Accounting System if a retroactive transaction causes a negative balance in a following Leave Period. The Out-of-Service condition must be corrected before additional processing can take place.

The two methods of correcting the condition are: 1) Charge the benefit difference (i.e., the shortage) to another benefit; or 2) Establish an account receivable for the benefit difference.

Determining which method to use is based upon department policy, availability of leave benefit credits and the specific situation.

RESOLVING THE OUT-OF-SERVICE CONDIITON

Step 1. Using the B14 - LB History Summary Screen:

- ◆ Determine/view the Out-of-Service Leave Period.
- ◆ Identify the transaction that caused the negative End Balance.
- ◆ Identify the Begin Balance of the Out-of-Service Leave Period.

Step 2. Document and Key:

- ◆ B52 - LB Void Transaction Entry screen.
 - Void the transaction in the Out-of-Service Leave Period which created the negative balance.
- ◆ B50 - LB Transaction Entry screen.
 - Post a new transaction with an amount equal to the Begin Balance of the Out-of-Service Leave Period.
 - Post a transaction to another benefit equal to the difference.

OR

Establish an Account Receivable for the Benefit difference.

Vacation/Sick Leave to Annual Leave

Employee who was accruing Vacation and Sick Leave, elects or is placed in Annual Leave.

<p>Is the Annual Leave benefit being established retroactively (in this situation retroactive means Vacation/Sick Leave transactions have been posted for the Annual Leave Begin Leave Period and subsequent Leave Periods)? Example of retroactive: Annual Leave to be added effective 11/01 Leave Period. Accruals and usage transactions have already been posted for 11/01 and 12/01 Leave Periods.</p>	
<p>NO</p> <p>Proceed to next question.</p>	<p style="text-align: center;">YES</p> <p>Correct the transactions posted to the Vacation and Sick Leave records as follows:</p> <p><u>Vacation</u></p> <ul style="list-style-type: none"> ◆ Void ALL transactions posted for the Annual Leave Begin Leave Period and subsequent Leave Periods using the B52-LB Void Transaction Entry screen. <p><u>Sick Leave</u></p> <ul style="list-style-type: none"> ◆ Void all Sick Leave ACCRUAL transactions posted for the Annual Leave Begin Leave Period and subsequent Leave Periods using the B52-LB Void Transaction Entry screen. ◆ If the employee does not have sufficient Sick Leave hours to cover use and/or miscellaneous for the Annual Leave Begin Leave Period or subsequent Leave Periods, void the transactions using the B52-LB Void Transaction Entry screen. <p>Note: Voided use and/or miscellaneous transactions should be posted to Annual Leave, after the benefit is added.</p>

NOTE: PROCESS VACATION AND SICK LEAVE VOIDS BEFORE CONTINUING WITH INSTRUCTIONS.

Has the CLAS Monthly Accrual Cycle and posting of usage or miscellaneous transactions been completed for the Leave Period prior to the Leave Period in which the employee is transferring to Annual Leave? (Example: Employee elects Annual effective 02/01/02. Have accrual, usage and miscellaneous transactions been posted to Vacation for the 01/02 Leave Period?).	
NO Do not add Annual Leave until Vacation accrual, use and miscellaneous transactions have been posted. After all posting has been completed for the Leave Period that the employee is ending Vacation. Proceed to next question.	YES Proceed to next question.

Has Annual Leave ever been established? Access the B20 – LB List screen. If benefit is listed it was previously established.	
NO Using the B66-LB ADD screen, establish Annual Leave.	YES Use the B68-LB maintenance screen to ADD a new establishment period.

Continued next page

After Annual Leave is added, access the B16 - LB Transaction History Inquiry screen for Annual Leave (AL) to verify the amount of hours that have been transferred. Is the amount correct?

NO

Correct the transfer:

- ◆ Void the incorrect transfer(s) using the B52-LB Void Transaction Entry screens.
- ◆ Using the B50-LB Transaction Entry screen key the appropriate transactions:
 - AL47 (TRANSFER FR) transaction to transfer time to Annual Leave
 - VA46 (TRANSFER TO) transaction to transfer time out of Vacation.

YES

Proceed to next question.

Were accrual, use and/or miscellaneous transactions for Vacation or Sick Leave voided because Annual Leave was established retroactive?

NO

No action required.

YES

Key the following transactions for Annual Leave using the B50-LB Transaction Entry screen:

- ◆ Key accrual transaction (code 10) for qualifying Leave Periods.
- ◆ Key use and miscellaneous transactions in the amount previously posted to Vacation and Sick Leave.

NOTE: See transactions previously voided per the instructions from the first box on previous page.

Annual Leave To Vacation and Sick Leave

Employee who was accruing Annual Leave, elects or is placed in Vacation and Sick Leave.

Are the Vacation and Sick Leave benefits being established retroactively (in this situation retroactive means Annual Leave transactions have been posted for the Vacation and/or Sick Leave Begin Leave Periods and subsequent Leave Periods)? Example of retroactive: Vacation and Sick Leave to be added effective 02/01 Leave Period. Accruals and usage transactions have already been posted for 02/01 and 03/01 Leave Periods.	
NO Proceed to next question.	YES Correct the transactions posted to the Annual Leave record as follows: <ul style="list-style-type: none"> ♦ Void ALL Annual Leave transactions posted for the Begin Leave Period and subsequent Leave Periods using the B52-LB Void Transaction Entry screen. NOTE: Voided use and/or miscellaneous transactions should be posted to Vacation and/or Sick Leave, after the benefits are added.

Has the CLAS Monthly Accrual Cycle and posting of usage or miscellaneous transactions been completed for the Leave Period prior to the Leave Period in which the employee is transferring to Vacation and Sick Leave? (Example: Employee elects Vacation and Sick effective 02/01/01. Have accrual, usage and miscellaneous transactions been posted to Annual Leave for the 01/01 Leave Period?).	
NO Do not add Vacation and/or Sick until Annual Leave accrual, use and miscellaneous transactions have been posted. After all posting has been completed, proceed to next question.	YES Proceed to next question.

Has Sick Leave or Vacation ever been established? Access the B20 – LB List screen. If benefit is listed it was previously established.	
<p style="text-align: center;">NO</p> <p>Using the B66 – LB Add screen, establish the vacation and sick leave.</p> <p>The Annual Leave balance will automatically transfer to Vacation when the Vacation benefit is added.</p>	<p style="text-align: center;">YES</p> <ol style="list-style-type: none">1. Use the B68 – LB Maintenance screen for VA to ADD a new establishment period. <p>The Annual Leave balance will automatically transfer to Vacation when the new establishment period for Vacation is entered.</p> <ol style="list-style-type: none">2. Check the B68 for Sick Leave. If benefit is active (shows 99/99 in the end leave period), no action necessary. If the benefit is not ACTIVE, add a new establishment period.

After Vacation Leave is added, access the B16 - LB Transaction History Inquiry screen to verify the amount of hours that have been transferred. Is the amount correct?	
<p style="text-align: center;">NO</p> <p>Correct the transfer:</p> <ul style="list-style-type: none">◆ Void the incorrect transfer(s) using the B52-LB Void Transaction Entry screens.◆ Using the B50-LB Transaction Entry screen key the appropriate transactions:<ul style="list-style-type: none">- VA47 (TRANSFER FR) transaction to transfer time to Vacation Leave- AL46 (TRANSFER TO) transaction to transfer time out of Annual Leave	<p style="text-align: center;">YES</p> <p>Proceed to next question.</p>

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Annual Leave to Vacation and Sick Leave (cont. 2)

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Is a transfer from Vacation to Sick Leave required? Refer to the bargaining unit contracts.	
NO Proceed to next question.	YES Determine the number of hours to be transferred and using the B50-LB Transaction Entry screen, transfer the hours into Sick Leave. ◆ Key a VA46 (Transfer To) transaction to transfer hours out of Vacation. ◆ Key a SL47 (Transfer From) transaction to transfer hours into Sick Leave.

Were accrual, use and/or miscellaneous transactions for Annual Leave voided because Vacation and/or Sick Leave was established retroactive?	
NO No action required.	YES Key the following transactions for Vacation and Sick Leave using the B50-LB Transaction Entry screen: ◆ Key accrual (code 10) transactions for qualifying Leave Periods. ◆ Key use and miscellaneous transactions in the amount previously posted to Annual Leave. NOTE: Because Annual Leave does not differentiate between use for Vacation or Sick Leave and the various types of Sick Leave use, review the employee's attendance records to determine the types of transactions to be posted to the employee's Vacation and Sick Leave benefits.

Vacation/Sick Leave Established In Error

Refer to the following two conditions to identify the type of error made when Vacation and/or Sick Leave was established:

**TYPE #1 - Vacation and/or Sick Leave should NEVER have
Been established.**

OR

**TYPE #2 - Vacation and/or Sick Leave established with the
Wrong effective date.**

The following information provides procedures for correcting employee records when Vacation and/or Sick Leave was established in error.

TYPE #1-Vacation and/or Sick Leave should NEVER have been established.
<p>If an employee is erroneously established in Vacation and/or Sick Leave and the benefits should never have been established.</p> <p>Step 1: Contact the Leave Accounting Liaison Unit to request to have the benefits deleted as needed.</p> <p>Step 2: If the Annual Leave benefit was previously established and the End Leave Period is other than 99/99, modify the End Leave Period to 99/99 using the B68-Establishment Period Maintenance screen.</p> <p>Step 3: If applicable, void the Annual Leave Transfer Transaction (TRANSFER TO: VA) using the B52-LB Void Transaction Entry screen.</p> <p>Step 4: Key Annual Leave transactions (e.g, accruals, use, etc.), as needed, using the B50-Transaction Entry screen.</p>

TYPE #2 - Vacation and/or Sick Leave established with the wrong Begin Leave Period

If Annual Leave does not exist for employee (verify using B20 screen), follow the steps listed below:

- STEP 1 Void all transactions posted for the incorrect leave period using the B52 – LB Void Transaction Entry screen.
- STEP 2 Modify Begin Leave Period using the B68 – LB Establishment Period Maintenance screen.
- STEP 3 Update/modify the Vacation Characteristics, if applicable, using the following screens:
- ◆ B74-Waiting Period Maintenance
 - ◆ B70-Non Standard Rate Maintenance
 - ◆ B76-Vacation 10-Month Maintenance
- STEP 4 Key any missing Vacation and/or Sick Leave transactions (e.g., accruals use, etc.), as needed, using the B50-Transaction Entry screen.

If Annual Leave does exist for employee (verify using the B20 screen), follow the steps listed below:

- STEP 1 Void all transactions prior to the correct begin leave period using the B52 – LB Void Transaction Entry screen.
- STEP 2 Modify End Leave Period for Annual Leave using the B68 – LB Establishment Period Maintenance screen.
- STEP 3 Modify Begin Leave Period for Vacation and Sick Leave using the B68 – LB Establishment Period Maintenance screen.
- STEP 4 Update/modify the Vacation Characteristics, if applicable using the following screens:
- ◆ B74-Waiting Period Maintenance
 - ◆ B70-Non Standard Rate Maintenance
 - ◆ B76-Vacation 10-Month Maintenance
- STEP 5 Key any missing Annual Leave, Vacation and/or Sick Leave transactions (e.g., accruals use, etc.), as needed, using the B50-Transaction Entry screen.

Annual Leave Established in Error

Refer to the following two conditions to identify the type of error made when Annual Leave was established:

TYPE #1 - Annual Leave should NEVER have been established.

OR

TYPE #2 - Annual Leave established with the wrong effective date.

TYPE #1-Annual Leave should NEVER have been established.

If an employee is erroneously established in Annual Leave and the benefit should have never been established, follow the steps below to delete the Annual Leave Benefit and all transaction history for Annual Leave.

STEP 1 Print data from the B16-LB Transaction History Inquiry for Annual Leave, Vacation and/or Sick Leave.

STEP 2 Delete the Annual Leave benefit using the B72-Annual Leave Delete screen.

STEP 3 If the Vacation benefit was never established, add the benefit using the B66-LB Add screen.

OR

If the Vacation benefit was previously established, modify the End Leave Period to 99/99 using the B68-Establishment Period Maintenance screen.

Update/modify the Vacation Characteristics, if applicable using the following screens:

- ◆ B74-Waiting Period Maintenance
- ◆ B70-Non Standard Rate Maintenance
- ◆ B76-Vacation 10-Month Maintenance

STEP 4 If the Sick Leave benefit was never established, add the benefit using the B66-LB Add screen.

OR

If the Sick Leave benefit was previously established, and the End Leave Period is other than 99/99, modify the End Leave Period to 99/99 using the B68-Establishment Period Maintenance screen.

STEP 5 If applicable, void the Vacation Transfer Transaction (TRANSFER TO: AL) using the B52-LB Void Transaction Entry screen.

TYPE #1 - Annual Leave should NEVER have been established. (continued)

STEP 6 Key Vacation and Sick Leave transactions (e.g, accruals, use, etc.), as needed, using the B50-Transaction Entry screen.

Note: Because Annual Leave does not differentiate between use for Vacation or Sick Leave and the various types of Sick Leave use, verify the employee's attendance records to determine the types of transactions to be posted to the employee's Vacation and Sick Leave benefits.

TYPE #2 - Annual Leave established with the wrong effective date.

I. If the employee did not have Vacation previously established, follow the steps listed below:

STEP 1 Print any previously posted Annual Leave transaction listed on the B16-LB Transaction History Inquiry screen.

STEP 2 Delete Annual Leave using the B72-Annual Leave Delete screen.

STEP 3 Key appropriate Annual Leave transactions using the B50-Transaction Entry screen.

II. If the employee went from Vacation to Annual Leave in the wrong Leave Period, leave benefit records for Vacation and Sick Leave, as well as Annual Leave must be corrected (i.e., the benefit records must be corrected back to the status previous to Annual Leave). Follow steps listed below:

STEP 1 If employee has previous Annual Leave transaction posted, print the B16-LB Transaction History Inquiry screen displaying the Annual Leave transactions.

STEP 2 Delete the Annual Leave benefit using the B72-Annual Leave Delete screen.

STEP 3 Modify the End Leave Period for Vacation to 99/99 using the B68-Establishment Period Maintenance screen.

STEP 4 Update/modify the Vacation Characteristics, if applicable using the following screens:

- ◆ B74-Waiting Period Maintenance
- ◆ B70-Non Standard Rate Maintenance
- ◆ B76-Vacation 10-Month Maintenance

TYPE #2 - Annual Leave established with the wrong effective date. (continued)

STEP 5 If applicable, modify the End Leave Period for Sick Leave to 99/99 using the B68-Establishment Period Maintenance screen.

STEP 6 Void the Vacation Transfer Transaction (TRANSFER TO: AL) using the B52-LB Void Transaction Entry screen.

STEP 7 Key any missing Vacation and/or Sick Leave transactions (e.g., accruals use, etc.), as needed, using the B50-Transaction Entry screen.

Note: Because Annual Leave does not differentiate between use for Vacation or Sick Leave and the various types of Sick Leave use, verify the employee's attendance records to determine the types of transactions to be posted to the employee's Vacation and Sick Leave benefits.

STEP 8 Once the employee's record has been correctly restored (using the steps above), re-establish the Annual Leave benefit using the procedures listed in the condition "Vacation To Annual Leave."

Cash Out of Personal Leave and Voluntary Personal Leave Hours

On CLAS, hours earned in the Personal Leave Program (PLP) and Voluntary Personal Leave Program (VPLP) are not available for use in the Leave Period in which the hours are earned. For example, if an employee receives 8 hours of VPLP in the 06/01 Leave Period, the 8 hours are not available for use until the 07/01 Leave Period.

Because the amount earned can not be used/cashed out until the next Leave Period, special procedures must be followed when cashing out PLP and/or VPLP:

- I. Employee is cashing out partial amount OR is cashing out all PLP/VPLP in a Leave Period where she/he is NOT earning PLP/VPLP.
- II. Employee is cashing out **all** PLP/VPLP AND the employee is still earning PLP/VPLP in the Leave Period of the cash out.

I. Cash Out partial amount of PLP/VPLP OR Cash Out all hours in a Leave Period where the Employee does not earn PLP/VPLP.

Using the PIP Form 672 or STD. 671, document a Cash Out Transaction for PLP using Earnings ID = PL36 and the number of hours to be cashed out; this Earnings ID will reduce the hours on CLAS and generate pay. For VPLP use Earnings ID = PV36 and the number of hours to be cashed out; you must also key a second Earnings ID (e.g. OT8) to generate pay.

II. Cash Out all PLP/VPLP for an employee who is earning hours in the Leave Period of the Cash Out transaction.

Verify the number of hours to be cashed out by accessing the B14-LB History Summary screen. Were the earned PLP/VPLP hours posted for the month the employee is cashing out the benefit?

NO	YES
<p>1) DO NOT post an earned transaction (PL05 or PV05). Document and key a Balance Adjust transaction* for the PLP (PL14) or VPLP (PV14) equal to the number of hours the employee earned for the month of the cash out.</p>	<p>1) Void the Earned transaction for the Cash Out Leave Period using the B52-LB Void Transaction Entry screen (e.g., earned PLP for the 06/94 Leave Period and is cashing out all PLP effective 06/94 Leave Period. Void the 06/94 Earned transaction.</p>

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**Cash Out of Personal Leave and
Voluntary Personal Leave Hours (cont.)**

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<p>2) Key the Balance Adjust transaction (PL14/PV14) using the B50-LB Transaction Entry screen. After updating the transaction, verify the amount in the “Current Balance” field on the B50-LB Transaction Entry screen.</p> <p>3) Document and key a Cash Out transaction for PLP (PL36) or VPLP (PV36) with the number of hours to be cashed out. For PLP a payment will be generated based on the number of hours keyed. For VPLP a second Earnings ID e.g., OT8) is required to generate pay.</p>	<p>2) Document and key a Balance Adjust transaction using the B50-LB Transaction Entry screen for PLP (PL14) or VPLP (PV14) for the number of hours the employee earned during the month of the cash out (this would be the same number of hours previously voided.)</p> <p>3) After updating the transaction, verify the amount in the “Current Balance” field on the B50-LB Transaction Entry screen.</p> <p>4) Document and key a Cash Out transaction for PLP (PL36) or VPLP (PV36) with the number of hours to be cashed out. For PLP a payment will be generated based on the number of hours keyed. For VPLP a second Earnings ID (e.g., OT8) is required to generate pay.</p>
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Employee Transfers to a Non-Participating Department

This condition is used when your employee is transferring to a non-participating department

When the appointing PAR is processed at the NON-Participating department the following items are generated:

- * EPH End Date
- * State Service is set to "Out-of-Service"
- * End Leave Period on Accrued Benefits Establishment Periods

The following updates **MUST** occur before the appointing PAR transaction is processed by the "gaining" (new) department. (Contact the Leave Accounting Liaison if the PAR has already processed.)

Are all attendance transactions (e.g., vacation - use) posted for all Leave Periods while at your department?	
--	--

NO	YES
Key usage, credit/earn, and miscellaneous transactions using the B50-LB Transaction Entry screen.	No action required

Does the employee have balance for Usage Only benefits?	
--	--

NO	YES
No action required.	Key a "0" amount Begin Total (code 27) transaction for the last Leave Period at your department using the B50-LB Transaction Entry screen.

Does the employee have balances for Earned benefits which will be transferred to the gaining department (e.g., PLP)?	
---	--

NO	YES
No action required.	Key "0" amount Begin Balance (code 24) trans. using the B50-LB Transaction Entry screen.

Does the employee have balances for Earned Benefits which will be cashed-out due to the department transfer (e.g., CTO)?

NO

No action required

YES

Key Cash-out (code 36) transactions using the B50-LB Transaction Entry screen.

Employee Transfers to a Participating Department

For employees transferring from a participating department to your department, following the instructions in condition "PAR Transaction Within Your Department, Previously or Continuing on CLAS". The following updates **MUST** occur before the appointing PAR transaction is processed by the "gaining" (new) department. (Contact the Leave Accounting Liaison if the PAR has already processed.)

Are all attendance transactions (e.g., vacation - use) posted for all Leave Periods while at your department?	
NO Key usage, credit/earn, and miscellaneous transactions using the B50-LB Transaction Entry screen.	YES No action required

Does the employee have balances for Earned Benefits which will be cashed-out due to the department transfer (e.g., CTO)?	
NO No action required.	YES Key Cash-out (code 36) transactions using the B50-LB Transaction Entry screen.

Is the employee on a 10-month, 9/12, 10/12, or 11/12 pay plan?	
NO No action required.	YES Update the P64 - Non-Accrual Maintenance screen by deleting data displayed in the Non-work Status fields.

Does the employee have a non-standard Accrual Rate established?

NO	YES
No action required.	End the Non-standard Accrual Rate by keying an End Leave Period equal to the last Leave Period where the accrual will be at the non-standard rate, using the B70- Non-Standard Rate Maintenance screen.

Department of Education Only

Is the employee participating in the 10-month Vacation accrual plan?

NO	YES
No action required.	<p>End the 10-month accrual rate by keying an End Leave Period equal to the transfer Leave Period using the B76 - Vacation 10-Month Maintenance screen.</p> <p>Transfer credits remaining in Vacation Bank to Vacation. Using the B50-LB Transaction Entry screen, key a Transfer <u>TO</u> Leave Benefit (code 46) transaction for Vacation Bank with amount equal to transfer Leave Period End Balance, <u>AND</u>, key a Transfer <u>FROM</u> Leave Benefit (code 47) transaction for Vacation with the same amount as the Transfer To transaction (code 46).</p>

Non-Industrial Disability Insurance (NDI) with Supplementation

When an employee is participating in the Annual Leave Program and is placed on NDI, the employee can elect to supplement the NDI payment with leave benefit hours.

The Following are the procedures for processing transactions while the employee elects "NDI - FULL SUPPLEMENTATION" or "NDI - 3/4 SUPPLEMENTATION."

NDI - FULL SUPPLEMENTATION

Follow the steps below whenever an employee elects NDI Full Supplementation.

I. EMPLOYEE IS ENTITLED TO MONTHLY STATE SERVICE AND LEAVE BENEFIT ACCRUALS:

- To allow the employees to accrue State Service and Leave Benefit hours each month access the P64-LB Non Accrual Maintenance screen.

Erase all data in the "Temporary Separation Begin Leave Period" fields; then, press the ENTER key.

- If the status of the employee's temporary separation changes and he/she is not entitled to accruals, update the P64-LB NON-ACCRUAL MAINTENANCE screen.

In the "Temporary Separation Begin Leave Period", key the leave period in which the employee will no longer accrue State Service and Leave Benefits and key 99/99 in the "Temporary Separation End Leave Period" fields; then, press the ENTER key.

II. POSTING SUPPLEMENTAL HOURS USED:

- Calculate the number of leave benefit hours needed to supplement the monetary amount paid by NDI. For calculation instructions refer to the PPM Section E - DISABILITY.
- When the number of hours to supplement has been determined, key a "Use-NDI Supp" transaction (e.g., ALSN) for the amount of time to be supplemented using the B50-LB Transaction Entry screen.

NDI - 3/4 SUPPLEMENTATION

Follow the steps below whenever an employee elects NDI 3/4 Supplementation

I. EMPLOYEE IS ENTITLED TO 1/2 STATE SERVICE AND LEAVE BENEFIT ACCRUALS EACH MONTH:

- CLAS will not allow full time employees to accrue State Service at 1/2 time. To prevent the employee from accruing full State Service credits each month, access the P64-LB NON-ACCRUAL MAINTENANCE screen.
- In the "Temporary Separation Begin Leave Period", key the leave period in which the employee begins accruing State Service at 1/2, and key 99/99 in the "Temporary Separation End Leave Period" fields; then, press the ENTER key.
- This action will stop ALL posting of automated State Service and Leave Benefit accruals.

II. POSTING SUPPLEMENTAL HOURS USED:

- Calculate the number of leave benefit hours needed to supplement the monetary amount paid by NDI to 3/4 salary. For calculation instructions refer to the PPM Section E – Disability.
- When the number of hours to supplement has been determined, key a "Use-NDI SUPP" transaction (e.g., ALSN) for the amount of time to be supplemented using the B50-LB Transaction ENTRY screen.

III. POSTING ACCRUALS FOR STATE SERVICE AND LEAVE BENEFITS:

- A) **STATE SERVICE ACCRUAL**
State Service cannot be posted in fractional increments for full timebase employees. Post a State Service credit (CR) every other month using the S50-SS Transaction Entry screen. If the employee has 1/2 State Service credit in the last month on NDI, the 1/2 credit must be tracked manually.
- B) **LEAVE BENEFIT ACCRUAL**
The employee is entitled to a leave benefit accrual at 1/2 of the employee's monthly accrual rate each month. Because benefit accruals cannot be posted in the months with no State Service credit, a Balance Adjustment Credit transaction must be posted on line each month.

III. POSTING ACCRUALS FOR STATE SERVICE AND LEAVE BENEFITS: (continued)**B) LEAVE BENEFIT ACCRUAL - Continued**

Key an Annual Leave Balance Adjustment transaction (e.g., AL14) each month the employee is on NDI - 3/4 Supplementation. The amount will be 1/2 of the number of hours the employee would accrue at full time. Key the Balance Adjustment transaction on the B50-LB Transaction Entry screen.

Important: The hours credited via a Balance Adjustment transaction are NOT credited like accrual transactions where the amount posted for the leave period is not available until the next leave period (e.g., accrual transaction keyed for 05/01 leave period is not subject to debit transactions keyed for 05/01). Amounts posted from a Balance Adjustment transaction are subject to any debit transactions keyed for the same leave period (e.g. Balance Adjustment transaction keyed for 05/01 debit transactions keyed for 05/01 can use time added via the Balance Adjustment transaction).

EXAMPLE OF AN EMPLOYEE SUPPLEMENTING NDI AT ¾

Employee accrues 11 hours of Annual Leave each qualifying pay period. The employee elects to go on NDI - 3/4 Supplementation. This employee would be entitled to 1/2 of his/her monthly accrual rate.

- * NDI is effective 05/10/01. 05/01 is not a qualifying pay period.
- * Returns effective 08/05/01. 08/01 is a qualifying pay period.

STEP 1 - INITIAL MONTH (example for 05/01)

- A) Calculate the number of hours needed to supplement the NDI.
- B) Key the Annual Leave transaction (i.e. ALSN) for the amount of hours to be used to supplement NDI. Key the transaction using the B50-LB Transaction Entry screen.
- C) No State Service transaction is keyed for the first month.
- D) Key an Annual Leave Balance Adjustment for 1/2 of the accrual amount. Key an AL14 for 5.5 hours using the B50-LB Transaction Entry screen. This will be for the accrued hours available 06/01/01. PLEASE be aware that the Balance Adjustment hours do not have the same safe guards as an accrual transaction where the hours cannot be used until the next month. When keying a debit transaction, verify that there are sufficient hours minus the Balance Adjustment to cover the debit transaction.

EXAMPLE OF AN EMPLOYEE SUPPLEMENTING NDI AT $\frac{3}{4}$ (continued)**STEP 2 - SUBSEQUENT MONTHS ON NDI (06/01 THROUGH 07/01)**

- A) Calculate the number of hours needed to supplement the NDI.
- B) Key an Annual Leave transaction (i.e. ALSN) for each month for the amount of hours to be used to supplement NDI. Key the transactions using the B50-LB Transaction Entry screen.
- C) Key a State Service credit (CR) transaction every other month using the S50-SS Transaction Entry screen. Credit is keyed for 06/01 leave period. The 1/2 credit for 07/01 must be tracked manually.
- D) Key an Annual Leave Balance Adjustment for 1/2 of the accrual amount for each leave period. Key AL14 for 5.5 hours for the 06/01 and 07/01 pay periods using the B50-LB Transaction Entry screen.

STEP 3 - LAST MONTH ON NDI (08/01)

- A) When the last month is a qualifying pay period and
 - PAR is keyed BEFORE the CLAS Monthly Accrual Cycle is run.
 - 1) Verify that the leave periods on P64-LB Non-Accrual Maintenance screen are correct.
 - PAR is keyed AFTER the CLAS Monthly Accrual Cycle is run:
 - 1) Verify that the leave periods on P64LB Non Accrual Maintenance screen are correct.
 - 2) Key a State Service credit (CR) using the S50-SS Transaction Entry screen
 - 3) Key an Annual Leave accrual (AL10) using the B50-LB Transaction Entry screen
- B) When the last month is NOT a qualifying pay period, indicate the non-qualifying leave period in Item 715 of the PAR.
 - If the PAR is keyed BEFORE the CLAS Monthly Accrual Cycle is run:
 - 1) Verify that the leave periods on P64-LB Non Accrual Maintenance screen are correct.
 - 2) Verify that an NQLP transaction was posted for the leave period using the S16-SS Transaction History Inquiry.
 - If the PAR is keyed AFTER the CLAS Monthly Accrual Cycle is run:
 - 1) Verify that the leave periods on P64-LB Non Accrual Maintenance screen are correct.
 - 2) If applicable, void State Service credit (CR) using the S52-SS Void Transaction Entry screen.
 - 3) If applicable, void Annual Leave accrual using the B52-LB Void Transaction Entry screen.

CRITICAL DATES

Introduction

After your department has completed conversion to CLAS, the ongoing process of maintaining, updating, processing leave records and the timeframes associated with these activities will occur at approximately the same time each month. Listed below are critical timeframes which will occur each month.

For the specific dates of these, or any future new activities, refer to the "Civil Service Decentralized" calendar or the "CSU Decentralized" calendar.

CLAS Monthly Accrual Cycle

The CLAS Monthly Accrual Cycle is run on approximately the 8th work day each month. This process will post State Service when a negative (Roll Code 1 or 2), bi-weekly (Roll Code 7) or semi-monthly (Roll Code 8) employee has a qualifying leave period. Based on State Service, accruals for Vacation, Sick Leave, Annual Leave and Educational Leave are also posted. It is important to have all PAR/PPT transactions effecting leave eligibility, accruals or non-qualifying pay periods posted by this date.

Personal Holiday Accrual Cycle

On the 2nd work day each month the Personal Holiday Accrual Process will generate and post applicable Personal Holiday credits for employees whose waiting periods end during the month or when identified in bargaining unit contracts.

Leave Activities and Balances (LAB) Report

The LAB is produced on approximately the 11th work day each month. This report identifies the previous month's transactions and gives updated information on the employee's current Leave Benefits and balances.

To reflect accurate and timely information on the LAB it is important for the department to have completed all transaction entries for the previous Leave Period. This includes PIP, or mag tape Leave Benefit entries, as well as, any online transactions.

PROCESSING TIMEFRAMES & LEAVE LETTERS

Transaction and EH Processing Timeframes	Four types of processing schedules are used with CLAS. They are Employment History, PIP, the online CLAS and Mag Tape. The system timeframes for processing transactions differ depending on the input method being used.
Employment History	PAR/PPT transactions keyed will process each night, Monday through Friday. Any changes to the Employee Position History records will display the very next day.
PIP	Leave transactions are processed the night of the next available Payroll Cycle. Like PIP pay transactions, when No Payroll Cycle is scheduled, or the cycle is cancelled, transactions will be held until the next cycle is run.
Online CLAS	Transactions keyed online will immediately update CLAS records. Exception: LSE and NLSE online designations will reflect the following day.
Mag Tape	Transactions processed via magnetic tape are processed the night of the next available Payroll Cycle. Like PIP pay transactions, when No Payroll Cycle is scheduled, or the cycle is cancelled, transactions will be held until the next cycle is run.
System Availability	<p>Online keying is available 7:00 AM - 6:00 PM on the days that PIMS is active (see "Civil Service Decentralized" calendar or "CSU Decentralized" calendar)</p> <p>If extended hours are required for Civil Service departments, refer to the Personnel Action Manual (PAM), Systems Information Section. Twenty-four hours advance notice is required.</p>
Leave Letters	Leave Letters are available on the internet at http://www.sco.ca.gov/ppsd/scoltrs

CLAS REPORTS

LEAVE ACTIVITY & BALANCES (LAB) REPORT

Introduction The Leave Activity & Balances (LAB) Report is a system generated report containing Leave Benefit and State Service information for a specific Leave Period. The report contains balances, usage, credits and miscellaneous transactions for Leave Benefits. State Service balance and various other leave impacting information is also identified in this chapter. The LAB is available in two different formats, one with SSN and one without.

Time Frame The LAB is printed once a month around the 11th work day of each month (check the "Civil Service Decentralized" calendar). The report will reflect the Leave Benefit balances/activity and accumulated State Service months for the Leave Period identified in the 4th line of the heading on the LAB. Also identified in the 4th line is the cutoff date for leave data which is reflected on the report. Transactions keyed after this date will not be included on the LAB for that Leave Period but will be reflected on the LAB for the next Leave Period.

Example:

Line 1 State Controller's Office - PPSD
Line 2 Leave Accounting System
Line 3 Leave Activity & Balances Report (LAB)
Line 4 Data For 02/00 Leave Period as Of 03/13/00

In the above example, the balances/totals reflected on the report will include all leave activity posted on CLAS (via online, PIP, magnetic tape and the automated accrual cycles) as of and including 03/13/00.

Print Order The LAB will be printed based on Agency/Reporting Unit/Roll Codes.

Within Agency/Reporting Unit employees will print in the following order:

- 1) Class Code
- 2) Serial Number
- 3) Social Security Number
- 4) Roll Code

**Benefit
Print
Criteria**

Benefits will print in the order listed below using the following criteria:

- 1) Accrued Benefits - will print if the Establishment Period encompasses the LAB Leave Period.
- 2) Earned Benefits - will print if LAB Leave Period beginning balance is greater than zero or a transaction is posted for the LAB Leave Period.
- 3) Usage Only Benefits - will print if LAB Leave Period beginning total is greater than zero or a transaction is posted for the LAB Leave Period.

If employee's EH is Out-of-Service, the benefits will not display.

**LAB Report
Field
Definitions**

This section provides an explanation of the fields printed on the report. The LAB reflects Employment History and Leave transactions keyed as the date in Line 4 of the LAB header:

- | | | |
|------------------|---|---|
| SSN | - | Social Security Number |
| NAME | - | Initials and Surname |
| POS SEQ | - | Position Sequence Number Will print if employee is Out-of-Service |
| CLASS/
SERIAL | - | Most current class/serial for the Position Sequence in the Leave Period |
| CBID | - | Collective Bargaining Identifier for the position |
| SS MOS | - | Provides the number of State Service months as of the end of the Leave Period (e.g., for the LAB Leave Period 08/02, the SS MOS will reflect State Service as of 09/01/02). Will not print if the employee's Employment History is Out-Of-Service, employee is not eligible for State Service or State Service is Out-Of-Service on CLAS. |
| SS
CARRYOVER | - | Reflects a running balance towards a State Service credit; "DW" displays days worked toward next SS credit. "HW" displays hours worked toward next SS credit. "FM" displays fractional month credit toward next SS credit. |
| BENEFIT | - | Displays the name of the benefit. |

- BEGIN**
- The first "BEGIN" field reflects beginning balances for the Leave Period for all accrued/earned benefits and begin totals for the Leave Period for usage only benefits (e.g., the LAB for the 08/01 Leave Period reflects the balance/totals as of 08/01/01).
- Included in the BEGIN amounts are the retroactive debit and credit transactions for prior Leave Periods which were keyed during the LAB Leave Period (e.g., LAB Leave Period is 08/01, a "Use" transaction is keyed for 07/01 Leave Period on 08/03/01. The "Use" transaction will be reflected in this "BEGIN" field).
- CREDIT**
- Reflects credits from "Accrue" and "Earn" transactions for the LAB Leave Period only. (Transactions for retroactive Leave Periods are reflected in the first "Balance" field).
- USED**
- Reflects debits from "Use" transaction for the LAB Leave Period only. (Transactions for retroactive Leave Periods are reflected in the first "Balance" field).
- MISC**
- Reflects debits and credits from all transactions other than "Accrue", "Earn" and "Use" for the LAB Leave Period only. (Transactions for retroactive Leave Periods are reflected in the first "BALANCE" field).
- BEGIN**
- The second "BEGIN" field reflects the amounts after the "CREDITS", "USED", and "MISC" amounts have been added/deducted to the first "BEGIN" field. These amounts reflect balances and totals available the first day of the next Leave Period (e.g., LAB Leave Period is 08/01, the Balances and Totals are as of 09/01/01).

For benefits debited or credited in other than hours (i.e., days or units), a "D" for days or a "U" for Units will display at the end of the benefit line (right of the second "BEGIN" field).

Messages

Leave Benefits and/or Balances will not display in the following instances and the appropriate message will be printed on the employee's record:

◆ EMPLOYEE OUT-OF-SERVICE

The employee's Employment History is Out-Of-Service. Verify the Employment History records on the PIMS/CSUC system. For information regarding Out-Of-Service, Civil Service agencies may refer to the Personnel Action Manual (PAM), CSU campuses may refer to the Personnel Information Management System (PIMS) Manual. Once Employment History is placed back "In Service", Leave Benefits and State Service information may be viewed on CLAS.

◆ POSITION SEQUENCE OUT-OF-SERVICE

The Position Sequence that is on CLAS is Out-Of-Service on Employment History. For Civil Service contact PPSD, Personnel Liaison. For CSU campuses contact PPSD, CSU Audits.

◆ LEAVE BENEFIT OUT-OF-SERVICE MM/YY

This message will appear next to each benefit that is Out-Of-Service and will identify the Leave Period in which the benefit was placed Out-Of Service. The Out-Of-Service condition must be corrected before additional processing for the benefit can take place (see "LEAVE BENEFITS").

◆ WAITING PERIOD ENDS MM/DD/YY

This message will display for negative paid (Rolls 1 and 2), bi-weekly (Roll 7), and semi-monthly (Roll 8) employees with the Waiting Period End Date next to all benefits that are subject to an active Waiting Period established on CLAS. Balances will not be displayed on the LAB but are available online.

◆ SERVING A WAITING PERIOD

This message will display for positive paid (e.g., Roll Code 3) employees next to all benefits that are subject to an active Waiting Period established on CLAS. Balance will not be displayed on the LAB but are available online.

◆ STATE SERVICE OUT-OF-SERVICE MM/YY

If State Service is Out-Of-Service on CLAS at the time the LAB is run, this message will be displayed for Vacation, Sick Leave, Annual Leave and Education Leave. Also identified is the Leave Period in which State Service was placed Out-Of-Service. Verify and correct the State Service on CLAS(see “ STATE SERVICE”). NOTE: The “SS MOS” field will be blank. Note: The "SS MOS" field will be blank.

◆ NO BENEFITS EXIST

This message will display when an employee is on CLAS and benefits have not been established/activated.

**LAB Not
Received**

If a LAB report is lost, print a copy of the report from the View Direct system. If your department does not have View Direct access, contact your Security Monitor.

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CLAS REPORTS (cont. 5)

Rev. 01/03

SAMPLE OF LAB WITH SSNLASP904C LABRT2
11/19/02 13:56:28STATE CONTROLLER'S OFFICE – PPSD
LEAVE ACCOUNTING SYSTEM
LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/02 AS OF 11/19/02AGY/RU: 006/675
PAGE: 1

EMPLOYEE INFORMATION	LB	BEGIN 10/02	CREDIT	USED	MISC	BEGIN 11/02	SS CARRYOVER MOS HW FM
000-00-0004	VA	11.00	10.00	0.00	0.00	21.00	83
BA SOUP	SL	27.00	8.00	5.00	0.00	30.00	
5278-702 R01	PH	0.00	0.00	0.00	0.00	0.00	U
	CT	6.75	14.25	0.00	0.00	21.00	
	BL	0.00		8.00	0.00	8.00	
000-00-0005	AL	38.00	14.00	11.50	0.00	40.50	83
J SANDS	PH	0.00	0.00	0.00	0.00	0.00	U
6215-672 R12	CT	29.75	0.00	0.00	0.00	29.75	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0006	AL	233.00	14.00	8.00	0.00	243.00	64
RB MAYBERRY	PH	0.00	0.00	0.00	0.00	0.00	U
6215-673 R12	CT	6.25	0.00	0.00	0.00	6.25	
	HC	0.00	0.00	0.00	0.00	8.00	
000-00-0007	VA	110.00	12.00	0.00	0.00	122.00	166
RJ HOUSE	SL	104.00	8.00	4.00	0.00	108.00	
6475-672 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	68.00	0.00	32.00	0.00	36.00	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0008	AL	233.00	14.00	4.50	0.00	242.50	70
JJ CLAVIN	PH	0.00	0.00	0.00	0.00	0.00	U
6476-672 R12	CT	1.50	0.00	0.00	0.00	1.50	
000-00-0009	VA	12.00	12.00	12.00	0.00	12.00	171
AL JONES	SL	8.00	8.00	8.00	0.00	8.00	
6476-672 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	73.00	0.00	35.00	0.00	38.00	
	CT	13.25	0.00	12.50	0.00	0.75	
000-00-0010	VA	17.00	10.00	0.00	0.00	27.00	86
PD ZOMBE	SL	146.00	8.00	16.00	0.00	138.00	
6252-671 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	CT	0.00	18.75	0.00	0.00	18.75	
	HC	16.00	0.00	0.00	0.00	16.00	
	EX	22.00	0.00	0.00	0.00	22.00	

AGY/RU: 006/675

STATEMENT OF EARNINGS AND DEDUCTIONS

Introduction The Leave Accounting System will print leave benefit activity and balances on the Statement of Earnings and Deductions each month for Regular Pay (Payment Type 0 – Adjustment Code 0). Only employees who are eligible and on the Leave Accounting System will have their leave benefits display.

Request Procedure After conversion to the Leave Accounting System, the process of displaying leave benefits on the Statement of Earnings and Deductions can be requested by contacting the Leave Accounting Phone Liaison at (916) 327-0756 or CALNET 467-0756. The request must be made no later than the 12th of the month in which the data is to be displayed.

The following is an example of the timing involved for requesting leave benefits to be displayed on the Statement of Earnings and Deductions.

- ◆ Leave Accounting Training was provided in the month of 06/00.
- ◆ Conversion of leave benefits to CLAS in 07/00.
- ◆ Request for leave data to display on the 8/00 warrant made no later than 8/12.
- ◆ The above example illustrates the earliest Leave Period that can be requested for displaying the Leave data, (i.e., the Leave Period following the month of conversion).

IMPORTANT:

When redepositing a warrant that was issued prior to requesting leave benefits on the Statement of Earnings and Deductions but after conversion of your department/campus to CLAS, the balances for that month will display when the warrant is reissued. This may result in leave balances displaying for a Leave Period which is prior to the Leave Period originally requested.

**Print
Criteria**

Leave Benefits will display at the bottom of the Statement of Earnings and Deductions for employees who have an original warrant (Adjustment Code 0) for Regular Pay (Payment Type 0).

Roll Code 1 (monthly) employee's statement will reflect activity for the prior month.

Example: The statement for the August warrant dated September 1, 2001 will reflect balances for the 07/01 Leave Period.

Roll Codes 2 & 8 (Semi-monthly) employees statements will print on the 1st half warrant and will reflect activity for the prior month.

Example: The statement for the 1st half warrant dated August 15, 2001) will reflect balances for the 07/01 Leave Period.

Roll Codes 3 & 4 employees statements will reflect all activity for the leave period of the warrant.

NOTE: Roll code 4 data will display only on the 1st half warrant.

Exceptions

Leave Data *will not* print on the Statement of Earnings and Deductions for Summarized Warrants when the warrant includes a payment other than regular pay (Payment Type 0) or a payment with an adjustment code other than 0.

**Sort Order of
Leave Benefits**

Up to **EIGHT** leave benefits can be printed on the Statement of Earnings and Deductions based on a sort order determined by the Leave Accounting System. The leave benefits will print when the following conditions are met:

- 1) Leave benefit exists
- 2) An accrued leave benefit is currently established
- 3) Activity exists for the leave benefit or when earned or usage only balances are greater than zero.

The leave benefits displayed will vary from employee to employee based on each persons eligibility.

The following is the sort order used by the Leave Accounting System to display the leave benefits on the Statement of Earnings and Deductions.

- 1) Vacation
- 2) Vacation Bank
- 3) Annual Leave
- 4) Sick Leave
- 5) Personal Holiday
- 6) Personal Day
- 7) Educational Leave
- 8) Personal Leave Program
- 9) Personal Leave Time
- 10) PARR Lawsuit
- 11) Voluntary Personal Leave Program
- 12) V-Time
- 13) Compensating Time Off (CTO)
- 14) Holiday Credit
- 15) Excess Hours
- 16) Holiday Informal Time Off
- 17) Holiday CTO
- 18) Professional Leave
- 19) Medical Officer of the Day
- 20) On Call Assignment
- 21) Jury Duty
- 22) Subpoenaed Witness
- 23) Military Leave - Days
- 24) Military Leave - Hours
- 25) Emergency Military Leave - Days
- 26) Emergency Military Leave – Hours
- 27) Family & Medical Leave Act
- 28) Professional Training
- 29) Union Time Off
- 30) Continuing Medical Education
- 31) Mentor
- 32) Maternity/Paternity/Adoption Leave
- 33) Paid Educational Leave
- 34) Seniority Points

Bereavement Leave (Civil Service), Funeral Leave (CSU) and Administrative Time Off (Civil Service) will not display on the Statement of Earnings and Deductions because of the sensitivity of these leave benefits. Dock also will not display due to users request.

**Description of
Leave Data on
the Statement**

The following information will display:

- 1) MO/YR BEGIN BALANCE -
Reflects the beginning balance for the pay period displayed.
- 2) CREDIT -
Identifies the amount of hours earned and accruals for the pay period.

Note: Accrual amounts for Vacation, Sick, Annual Leave and Educ. Leave are not available for use until the next pay period.

- 3) USED -
Identifies the time used by the employee.
- 4) MISC -
Identifies adjustments to the employees balances other than those listed in the CREDIT and USED columns (e.g., Cash Outs).
- 5) MO/YR BEGIN -
Reflects the beginning balances for the pay period displayed.

The data displayed on the Statement of Earnings and Deductions will have a one month lag period for negative paid (Roll Code 1 and 2) employees.

EXAMPLE: For the June warrant (issued 7/1) the BEGIN BALANCE (1) will reflect 5/1 balances and the BEGIN (5) will reflect balances available as of 6/1.

Messages

Leave Benefits will not display on the Statement of Earnings and Deductions in which a message is received.

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CLAS REPORTS (cont. 10)

Rev. 10/02

STATE OF CALIFORNIA
CONTROLLER**STATEMENT OF EARNINGS AND DEDUCTIONS**

OFFICE OF STATE

SOC SEC NO XXX XX**XXXX****AGY/UNIT****PAY PERIOD 08/00****WARRANT NO 01-****853269****TAX YEAR 00****ISSUE DATE 09/01/00****TAX STATUS****FED M-00 CA STATE M-00**

GROSS PAY			TAXABLE GROSS		DEDUCTIONS		NET PAY	
CURRENT			3054.00		897.39		2156.61	
YEAR-TO-DATE			27592.01					
EARNINGS	DAYS	HOURS	GROSS		DEDUCTIONS	AMOUNT	YEAR-TO-DATE	
REGULAR			3054.00		FEDERAL TAX	357.50		
					STATE TAX	63.85		
					*RETIREMENT	127.05		
					FICA	232.52		
					*F CIGNA	.00		
					*F DLTADNTL	14.47		
					VISION-VSP	.00		
					FED TAX ADJ	50.00		
					ST TAX ADJ	50.00		
					CHTBL CNTRB	2.00		
EMPLOYER CONTRIBUTIONS (current and adjustments)								
RETIREMENT			FICA		HLTH/FLEX			
271.16			232.52		350.03			
VISION								
11.25								
7/00 BEGIN BAL			CREDIT		USED		MISC	
VACATION			201.50		10.00		0.00	
SICK LV			160.50		8.00		0.00	
PH			0.00		1.00		0.00	
PLP			144.00		0.00		0.00	
CTO			13.75		0.00		0.00	
EX HRS			10.50		0.00		0.00	
JURY DUTY			24.00		0.00		0.00	
							8/00 BEGIN	
							211.50	
							168.50	
							1.00	
							144.00	
							13.75	
							10.50	
							24.00	
							UNITS	

EMPLOYEE STATEMENT OF LEAVE INFORMATION - CIVIL SERVICE

Introduction The Employee Statement of Leave Information (Employee Statement) will be automatically generated annually, unless otherwise requested, for departments participating in the California Leave Accounting System. It serves as a replacement for the Annual Leave Statement (STD. 644 or similar document). The Employee Statement contains benefit balances and year-to-date totals as of the October leave period for a given year .

Use The Employee Statement is intended for distribution to your employees, allowing them to manually track accruals and usages of their benefits.

Field Definitions The following information will display in the first box. of employee information:

Name	—	Initials and Surname
SSN	—	Social Security Number
Position Nbr	—	Employee's position number as of the report date
Max Carryover	—	Maximum carryover hours allowed
State Service	—	Total state service credit as of the report date (Will display N/A for CSU academic year psns)
CBID	—	Collective bargaining identifier for the position
Time Base	—	Time base of employee as of the date the report
Accrual Rate	—	The accrual rate of an accrued benefit, based on the employee's time base, CBID and months of state service

Below the employee information are three boxes of benefit information. The box at the left and in the middle contain:

LEAVE TYPE

Identifies the name of the accrued or earned benefit.

BALANCE

Reflects the balance. If the benefit is reported in other than hours, the rate of measure will be printed (i.e., Unit or Days).

The box on the right side is used for Usage Only benefits:

LEAVE TYPE

Identifies the name of the Usage Only benefit and for Emergency Military Leave or Military leave will identify unit of measure using Days or HRS.

BALANCE

Reflects number of hours used in a calendar year (CYTD) or fiscal Year (FYTD). If the benefit is not tracked by calendar or Fiscal year, the area following the hours/days will be blank.

Messages

The Employee Statement will display messages whenever an employee:

- ▶ Has projected Vacation or Annual Leave credits that will exceed the maximum in the calendar year (amounts will also be provided).
- ▶ Is scheduled to receive an accrual rate increase during the next 12 months.
- ▶ Is at the maximum accrual rate.
- ▶ Is serving a waiting period.

The following messages will display in the area under leave benefit balances:

"LEAVE BENEFIT INFORMATION NOT AVAILABLE"

- ◆ When the employee or position sequence is out-of-service or when no benefits are established.
- ◆ When the Leave Benefit is out-of-service.

"N/A"

- ◆ State Service information not available on CLAS.

"STATE SERVICE - LEAVE INFORMATION NOT AVAILABLE"

- ◆ When State Service is out-of-service.

"(LEAVE BENEFIT NAME) WAITING PERIOD ENDS (MM/DD/YY)"

- ◆ When a fulltime or part-time employee is serving a waiting period.

"(LEAVE BENEFIT NAME) SERVING A WAITING PERIOD"

- ◆ When a positive paid monthly (Roll Code 3) employee is serving a waiting period.

"YOU WILL EXCEED THE MAXIMUM FOR (LEAVE BENEFIT NAME) BY (AMOUNT) HOURS ON (MM/DD/YY)"

- ◆ For employees who have Leave Benefits that will exceed the limits allowed for January 1st.

"YOUR PROJECTED (LEAVE BENEFIT NAME) ACCRUAL RATE CHANGE: IS (AMOUNT) HOURS ON (MM/YY)"

- ◆ For full-time and part-time employees that have standard accrual rates that are based on State Service. This message will print if the Accrual Rate change is in the next 12 leave periods.

"YOUR (LEAVE BENEFIT NAME) ACCRUAL RATE IS NOT SCHEDULED TO CHANGE DURING THE NEXT 12 MONTHS"

- ◆ For full-time and part-time employees who will not be changing accrual rates (for benefits with rates that are based on State Service) within the next 12 leave periods.

"YOUR (LEAVE BENEFIT NAME) ACCRUAL RATE IS SCHEDULED TO CHANGE ON (MM/YY)"

- ◆ For full-time and part-time employees who have a non-standard rate. This message will print based on State Service if the accrual rate change is in the next 12 leave periods.

"NON-STD RATE - UNABLE TO PROJECT HOURS THAT WILL EXCEED (LEAVE BENEFIT NAME) LIMIT"

- ◆ For employees accruing based on a non-standard rate.

"YOU ARE AT THE MAXIMUM ACCRUAL RATE FOR (LEAVE BENEFIT NAME)"

- ◆ For employees who are currently earning the maximum Accrual Rate for benefits.

**"UNABLE TO DETERMINE (LEAVE BENEFIT NAME) MAXIMUM
OR IF IT WILL BE EXCEEDED"**

- ◆ For CSU positive paid monthly (Roll Code 3) employees,
maximum accrual rate and amounts exceeding maximum can not
be determined.

**"UNABLE TO DETERMINE (LEAVE BENEFIT NAME) HOURS
THAT WILL EXCEED MAXIMUM"**

- ◆ For civil service positive paid monthly (Roll Code 3) employees,
number of projected hours exceeding maximum can not be
determined.

**"UPON COMPLETION OF (NUMBER OF CREDITS) STATE SERV
MOS THE NEXT (LEAVE BENEFIT NAME) RATE IS (NUMBER
OF HOURS)"**

- ◆ For positive paid monthly (Roll Code 3) employees will print an
accrual rate change if the number of State Service Credits needed
is less than 12.

**EMPLOYEE STATEMENT OF LEAVE INFORMATION
STATE CONTROLLER'S OFFICE – PPSD
CALIFORNIA LEAVE ACCOUNTING SYSTEM
AS OF 10/00**

NAME : SH STONE	CBID: E97
SSN : 111-11-1115	TIME BASE: FT
POSITION NBR : 051-011-5157-001	ACCRUAL RATE: VACATION 13.00
MAX CARRYOVER : 400 HOURS VACATION	SICK LV 8.00
STATE SERVICE : 171 MONTHS	

LEAVE TYPE	BALANCE	LEAVE TYPE	BALANCE	LEAVE TYPE	TOTAL
VACATION	381.00			MIL DAYS	20.00 FYTD
SICK LV	290.50			JURY DTY	40.00 CYTD
PH	1.00 UNIT				
EX HRS	11.00				

YOU WILL EXCEED THE MAXIMUM FOR VACTION BY 23.00 HOURS ON: 01/01/01
YOUR VACATION ACCRUAL RATE WILL CHANGE TO: 14.00 ON: 08/01

The following is provided for your convenience. To utilize, please enter the Leave Type and balance from above in the areas provided.

[illegible]



AS OF /

TOTAL

ON: /

The following is provided for your convenience. To utilize, please enter the Leave Type and balance from above in the areas provided.

1

BENEFIT OVER MAX (BOM) REPORT

Introduction	The Benefit Over Max (BOM) Report is a system generated report which contains current balances, accrual rates, hours needed to be used and projected balances for benefits which are anticipated to reach the maximum allowed. It is offered in two versions, one which includes SSN, and one without. The BOM Report is accessed online through View Direct .		
Time Frame	The BOM is created once a month around the 13 th work day (check the “Civil Service Decentralized” calendars. The report will reflect Leave Benefit balances and Projected balances as of the date identified in the 2 nd line of the heading on the BOM. Also identified in the 3 rd line is the leave period in which the data was extracted. Transactions keyed after the date shown will not be reflected in the balances on the BOM for that Leave Period but will be reflected on the BOM for the next Leave Period.		
Order	The BOM report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit employees are sorted by surname.		
BOM Report Field Definitions	This section provides an explanation of the fields shown on the The BOM reflects Leave transactions keyed as of the Leave Period shown in Line 3 of the BOM header.		
	SSN	-	Social Security Number
	EMPLOYEE NAME	-	Initials and Surname
	BENEFIT NAME	-	Displays name of the benefit
	CURR END BALANCE	-	Reflects the current balance as of the Leave period shown in line 3.
	CURR ACCR RATE	-	Reflects the employees current Accrual rate
	HRS NEED TO USE	-	Reflects the amount of hours the Employee needs to use by the end of the year to stay within the maximum allowed.
	PROJ 1/1 BALANCE	-	Reflects the projected balance by 1/1 based on employees accruals.
	PROJ ACCR CHG DATE	-	Reflects the date employees accrual rate will change.
	PROJ NEW ACCR RATE	-	Reflects the new accrual rate.

Messages

Leave Benefits and/or Balances will not display in the following instances and the appropriate message will be printed on the employees' record:

- ◆ **EE OUT-OF-SVC ON EH**

The employee's Employment History is Out-Of-Service. Verify the employee's Employment History records on the PIMS/CSUC system. For information regarding Out-Of-Service, Civil Service agencies may refer to the Personnel Action Manual (PAM). CSU campuses may refer to the Personnel Information Management System (PIMS) Manual. Once Employment History is placed back "In Service", leave benefits and/or balances will display.

- ◆ **PSN SEQ OUT-OF-SVC**

The Position Sequence that is on CLAS is Out-of-Service on Employment History. For Civil Service contact PPSD, Personnel Liaison. For CSU campuses contact PPSD, CSU Audits.

- ◆ **BENEFIT OUT-OF-SVC**

This message will appear when a benefit that is Out-Of-Service. The Out-of-Service condition must be corrected before additional processing for the benefit can take place.

- ◆ **SS OUT-OF-SVC**

If State Service is Out-Of-Service on CLAS at the time the BOM is run, this message will be displayed. Verify and correct the State Service information on CLAS.

- ◆ **INT EE CAN'T PROJECT**

Unable to project data for intermittent employees.

- ◆ **TEMP SEP; CAN'T PROJECT**

Unable to project data for employees on a temporary separation.

- ◆ VAC-10; CAN'T PROJECT
Unable to project data for employees on Vacation 10-Month Plan.
- ◆ VAC & BANK; CAN'T PROJECT
Unable to project data for employees with Vacation Bank.
- ◆ 340 STATUS; CAN'T PROJECT
Unable to project data for employees on 340 status.
- ◆ NON-STD RATE; CAN'T PROJECT
Unable to project data for employees with Non-Standard Rate.

NOTE: Each month when the BOM is run the most current version will erlay the prior month's version.

Benefit Over Maximum (BOM) Report with SSA

LASP1602 BOMRPT1		STATE CONTROLLER'S OFFICE - PERSONNEL/PAYROLL SERVICES							
03/17/00 20:41:36		DIVISION							
		BENEFIT OVER MAX REPORT							
		ANTICIPATED OVERAGE FOR JANUARY 1, 2001							
AGENCY/UNIT: 014/001		DATA THROUGH 02/00 LEAVE PERIOD							
SSA	EMPLOYEE NAME	LB	CURR END BALANCE	HRS NEED TO USE	PROJ 1/1 BALANCE	CUR AC RATE	RATE CHG DUE	NEW AC RATE	MESSAGES
999-99-1111	RT WRIGHT	AL	647.000	181.000	821.000	14.000	09/00	18.000	
999-99-2222	RC SMITH								SS OUT-OF-SVC

COMPENSATING TIME OFF AGING REPORT

Introduction The Compensating Time Off (CTO) Aging Report will be produced on a monthly basis for departments having sufficiently aged CTO. It will list those employees with unused CTO, which was earned more than 9 months prior to the report date.

NOTE: If your department is not interested in receiving this report, please contact the Leave Accounting Phone Liaison.

Use The CTO Aging Report is generated to assist departments in identifying and monitoring the age of CTO balances.

Field Definitions Unused CTO will be displayed by the leave period in which it was earned. The following information will display:

SSN	-	Social Security Number
NAME	-	Initials and Surname
EMP ID	-	Agency Code where CTO was earned
CLASS/ SERIAL	-	Current Class Code and Serial Number as of the report date
CB ID	-	Collective Bargaining Identifier for the position
LEAVE PERIOD	-	Leave period in which CTO was earned
BALANCE FORWARD	-	May be either the Conversion Balance or Beginning Balance
ENDING BALANCE	-	The available CTO for specific leave periods as of the report date
TOTAL	-	"Balance Forward" amount plus the sum total of "Ending Balance" amounts

AGENCY/UNIT: 258/204

SSN	NAME	EPM ID	CLASS/SERIAL	CBID	LEAVE PERIOD	BALANCE FORWARD	ENDING BALANCE	TOTAL
000-01-1234	RA SMITH	258	3784/001	R09	10/99	.000	7.000	
					11/99		1.500	
					12/99		21.000	
					01/00		1.500	
					02/00		19.500	
					03/00		18.000	
					04/00		6.000	
					05/00		21.000	
					06/00		16.500	
					08/00		9.000	
010-00-0001	PA BOOTH	258	3784/003	R09	09/00		9.000	
					10/00		13.500	143.500
					10/99	27.500	12.000	
					12/99		9.000	
					02/00		21.000	
					03/00		36.000	
					04/00		10.500	
					05/00		12.000	
					06/00		16.500	
					07/00		1.500	
					08/00		18.000	
					09/00		3.000	
					10/00		12.000	179.000

REPORT CAPABILITY

Report Capabilities Using MIRS

Effective September 1994, the Management Information Retrieval System (MIRS) contains leave data from the California Leave Accounting System enabling departments to request reports containing Leave Data along with their Employment History and Payroll data. MIRS reports can be designed to have specific information regarding any of the information indicated above. In addition to creating reports, there is also a MIRS library with various types of reports. To request reports using MIRS, contact the MIRS coordinator at your agency. If you do not currently have MIRS and would like to pursue getting the system, contact the MIRS manager at (916) 324-7287.

For those Civil Service departments that have the Management Information Retrieval System (MIRS), your department can now request nine reports to capture intermittent hours for tracking purposes.

Request Procedures

In order to request these reports, contact your MIRS coordinator and provide them with the procedure name you want requested and any information they may need to accurately run the report. Please refer to the following report number(s) and report title when requesting.

INT001 - Health/Dental Eligibility Report

INT002 - Not Eligible for Health/Dental Report

INT003 - Vacation/Personal Holiday Waiting Period

INT004 - Retirements Benefits Eligibility

INT005 - Total Wages Paid for Intermittent Employees

INT006 - Employees Approaching the 1500 Hour Limit

INT007 - TAU-Days Limit

INT008 - Hours Probation

PERS001 - 20, 25, 40 Years of State Service Report

Report Capabilities Using Mark IV

Civil Service and campuses can request reports with leave, payroll and/or Employment History information. These reports have a cost factor based on the type of report. To request more information, contact the Personnel/Payroll Services Division, Data Management Unit at (916) 324-3842.

CLAS WORKSHEETS

Introduction	<p>Three worksheets; the Employee Worksheet, the Accrued Benefits Worksheet and the Transaction Worksheet have been designed to assist you in capturing and documenting data that is required when keying on CLAS. These documents were developed for processing transactions in sequential order with the Employee Worksheet data keyed first (if applicable), the Accrued Worksheet data keyed second and the Transaction Worksheet data keyed last.</p>
Employee Worksheet Information	<p>The Employee Worksheet has two sections. The first section is used to document Leave System eligibility data as it should be entered on the P62 screen. The second section is used to document Non-Accrual information as it should be entered on the P64 screen. There are two versions of these forms, one for Civil Service agencies and one for CSU campuses</p> <p>When keying a designation (NLSE/LSE) transaction on the P62 - System Eligibility Maintenance screen, DO NOT key other transactions until the following day.</p> <p>When keying data from the worksheet, key the screens in the order printed on the worksheet.</p> <p>Key this worksheet first.</p>
Accrued Benefit Worksheet Information	<p>This worksheet is used to document information necessary to accrued benefits. Use this worksheet to document the addition of new benefits as well as maintenance to benefits already established.</p>
Transaction Worksheet Information	<p>The Transaction Worksheet is used to document State and Leave Benefit transaction and voids. Multiple employees can be listed on one document.</p> <p>This worksheet should be keyed AFTER the Employee Worksheet.</p> <p>When keying State Service and Leave Benefit transactions for an employee, key the State Service transactions before the Leave Benefit transaction.</p>

EMPLOYEE WORKSHEET

Civil Service

SSN: ____-____-____ **NAME:** _____

CONDITION:

<input type="checkbox"/> P62 - SYSTEM ELIGIBILITY MAINTENANCE	INT. _____	DATE _____
This transaction must be keyed first. Key all other transactions on the following day.		
POS SEQ _____	AGY/RU _____/_____/_____ (most current)	
ELIGIBLE _____	EFFECTIVE DATE _____/_____/_____	

<input type="checkbox"/> P64 - NON-ACCRUAL MAINTENANCE	INT. _____	DATE _____
Key first two digits for 9/12, 10/12 or 11/12:		
Example: A teacher works 9 months with salary averaged and paid over 12 months. Employee is not eligible to accrue Leave Benefits for the three non-work months.		
1st Mo _____ 2nd Mo _____ 3rd Mo _____		
Non-Payroll PAR 340/341 (Used by Dept. of Education – Special Schools)		
Begin _____ End _____ Lv Prd _____/_____/_____ Lv Prd _____/_____/_____		
Temporary Separation (This item is normally PAR generated)		
Begin _____ End _____ Lv Prd _____/_____/_____ Lv Prd _____/_____/_____		

ACCRUED BENEFITS

Accrued benefits are **Vacation, Sick Leave, Annual Leave, Personal Holiday, Educational Leave** and **Personal Day**.

Add New Benefit = B66 - LB Add

Maintenance Screens = B68 - Establishment Prd B70 - Non-Standard

B74 - Waiting Prd

B76 - Vacation 10-Month

☐ **BENEFIT** INT. _____ DATE _____

**Circle one for
Maint. Screens**

**BEG
LV PRD**

**END
LV PRD**

A / M / D Establishment Prd

____/____

____/____

A / M / D Waiting Prd

____/____

____/____

End Date ____/____/____

A / M / D Non-Standard Rt

____/____

____/____

Rate _____

A / M / D Vacation 10-Month

____/____

____/____

☐ **BENEFIT:** INT. _____ DATE _____

**Circle one for
Maint. Screens**

**BEG
LV PRD**

**END
LV PRD**

A / M / D Establishment Prd

____/____

____/____

A / M / D Waiting Prd

____/____

____/____

End Date ____/____/____

A / M / D Non-Standard Rt

____/____

____/____

Rate _____

A / M / D Vacation 10-Month

____/____

____/____

☐ **BENEFIT** INT. _____ DATE _____

**Circle one for
Maint. Screens**

**BEG
LV PRD**

**END
LV PRD**

A / M / D Establishment Prd

____/____

____/____

A / M / D Waiting Prd

____/____

____/____

End Date ____/____/____

A / M / D Non-Standard Rt

____/____

____/____

Rate _____

A / M / D Vacation 10-
Month

____/____

____/____

TRANSACTION WORKSHEET

COMPLETE FOR STATE SERVICE TRANSACTIONS (Key State Service Transactions before Leave Benefit Transaction):

S52 - SS VOID		S50 - SS TRANS ENTRY						
SSN #	LV PRD	✓	Void	Description	Tran Code	Fract/Hours	SS Credit	Description
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____

COMPLETE FOR LEAVE BENEFIT TRANSACTIONS (Key State Service Transactions, if any, first):

B52 - LB VOID		B50 - LB TRANS ENTRY						
SSN #	LV PRD	✓	Void	Description	Tran Code	Amount	Transfer Benefit SSN/LB/Timebank	Description
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____-_____-_____-_____-_____-_____-	_____-_____-_____-_____-_____-_____-	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____

